

REQUEST FOR PROPOSAL

PROVISION OF STATUTORY EXTERNAL AUDIT SERVICES

REF NO: WICCARE/RFP 1/10-2025

**WOMEN IN COLD CHAIN AGRICULTURE AND RENEWABLE ENERGY
(WICCARE)**

EMAIL: admin@wicare-eastafrika.co.ke

OCTOBER

2025

LETTER OF INVITATION

OCTOBER 27, 2025

REF NUMBER: WICCARE/RFP 1/10-2025

Dear Sir/ Madam,

RE: PROVISION OF STATUTORY EXTERNAL AUDIT SERVICES

Women in Cold Chain Agriculture and Renewable Energy (WICCARE) is a private limited company based in Migori, registered in June 2024 under the Kenya's Company Act 2015. The company was established under the three principles of empowerment, clean energy, and circularity.

WICCARE Africa Ltd intends to procure the services of a qualified, experienced, and independent external auditor to provide statutory external audit services for the financial year ending 31st August 2025.

DUTIES AND RESPONSIBILITIES OF THE AUDITOR

The duties of the appointed auditor shall include the following:

1. Conducting an independent audit of WICCARE Africa Limited's activities and operations for the financial year ending 31st August 2025, in accordance with the International Financial Reporting Standards (IFRS) and International Standards on Auditing
2. Expressing an independent opinion on whether the company's financial statements are prepared in all material aspects, in accordance with the financial reporting standards and frameworks.
3. Establishing whether WICCARE's books of accounts are properly maintained and that all transactions have supporting documentations.
4. Reviewing and evaluating the company's internal controls and risk management system and advising the Management and Board of

Directors on the necessary improvements in management controls and governance processes.

5. Reviewing the company's transactions for the financial year, identifying any gaps and making recommendations in a management letter to the Board.

Other than the audit report, the auditor will also be required to prepare and present a management letter that highlights key audit findings, observations on the accounting systems and internal controls, and recommendations for improvements.

REQUIREMENTS FOR PROPOSAL SUBMISSION

To qualify for considerations, the bidding firms will be expected to meet the following criteria.

1. Must be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and the firm and its partners must hold a current Practicing License.
2. Have at least one partner in good standing with ICPAK and the firm and its partners should not have been subjected to any disciplinary action by ICPAK or other related professional bodies.
3. The Audit Firm must have been in operation for a period of at least five years.
4. The firm should demonstrate that it has the technical capacity, capability, and experience necessary to undertake this audit within the required timelines.
5. The firm must have a physical address in Kenya, with a valid business permit and current tax compliance certificate.

Interested firms must present:

1. Technical proposal

- Detailing the firm's profile, relevant experience in auditing start-up companies and manufacturing entities, proposed audit approach and methodology, team composition (CVs of the proposed audit

partner and/or audit assistants to be engaged in this exercise), and certifications and compliance.

2. Financial Proposal

- Clearly stating the total proposed audit fees for the period. While the proposal will be a fixed fee, we expect a breakdown of the fees and staff time.
- The financial proposal should also state clearly, the payment terms and schedule.

PRELIMINARY TERMS AND CONDITIONS

1. The contract shall be awarded only after negotiations, which shall include a discussion of the technical and financial proposals.
2. WICCARE shall issue an engagement letter after successful negotiations and the contracted firm shall have 30 days to complete the exercise.

CONFIDENTIALITY

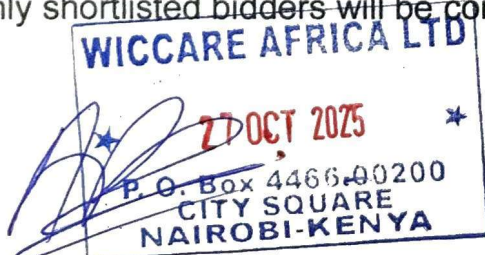
All information disclosed by WICCARE Africa Limited directly to the interested firms in the subsequent communications will be treated as strictly confidential.

SUBMISSION GUIDELINES

For consideration, interested bidders should present a proposal in a PDF format **by 5PM by 4th November 2025**. Applications received after the deadline will not be accepted.

Proposals should be emailed to admin@wicare-eastafrika.co.ke. The proposal subject line should clearly read, **"Request for Proposals – External Audit"**.

Only shortlisted bidders will be contacted.



A.P. KEANE, EXECUTIVE CHAIRMAN