

KENYA RUGBY UNION
REQUEST FOR EXPRESSION OF INTEREST
EXTERNAL AUDIT SERVICES

Request for proposal to be received not later than: 15th July, 2025

INTRODUCTION

The Kenya Rugby Union (KRU) is registered under the Sports Act and is the umbrella body mandated to promote, nurture the game of rugby, manage the national squads, and run both local and international competitions. The Federation is now desirous to engage the services of an External Auditor.

DUTIES AND RESPONSIBILITIES OF THE EXTERNAL AUDIT FIRM

The Bidders/Audit firm responsibilities shall include but not limited the following:

1. Conducting independent audit of the KRU operations in line with International Standards on Auditing, applicable laws and Financial Reporting Standards.
2. Expressing an opinion on whether the financial statements are prepared in all material respects in accordance with the applicable financial reporting standards and frameworks, whether the KRU maintained proper books of accounts, and whether the company's financial statements give a true and fair view of the financial position of the KRU reporting period.
3. Preparation of the financial statements and notes.
4. Reviewing adequacy of the company's Information Systems and related infrastructure.
5. Reviewing and evaluating the company's internal control and risk management systems and advising Management and the Board on adequacy / effectiveness of the systems, and providing proposals for improvement
6. Providing any other value-addition services such as tax advice, as will be agreed.
7. Attend necessary meetings of KRU and presentation of the financial statements to the Board.

Time Objectives

KRU wishes to commence this engagement effective the financial year 2025.

COMPILATION AND SUBMISSION OF THE RFP

Proposals from bidders should be submitted in two distinct parts, namely **technical proposal** and **financial proposal** and these should be in two separate sealed envelopes, both of which should then be placed in a common sealed envelope marked:

**“EXTERNAL AUDIT SERVICES, KRU 2025
BEFORE 15th July, 2025 5:00 PM.**

The two separate inner envelopes should be clearly marked “Technical Proposal”, and “Financial Proposal”, respectively, and should bear the name of the Bidder.

The **Technical Proposal** should contain the following:

a) Profile of the firm outlined as follows:

Audit firm/Bidders, willing to be considered for the External Audit Services are expected to furnish KRU with among others the following vital information, which will be treated in strict confidence by KRU

- Size of the audit firm
- Approach methodology to be used to carry out the work.
- Certified Technical Resources in relevant areas.
- Reference firms (three) where similar nature of work has been successfully completed and where KRU would obtain references.
- Availability of Resources.
- Detailed relevant experience including audit of Sporting Organisations offering similar services to KRU served before and type of work undertaken.
- Bidders' financial position as supported by relevant Audited books of Accounts for the latest two years.
- Any other information / documents which may be considered necessary or useful for this RFP.

b) Profile of the personnel to be involved in the work, with emphasis on academic qualifications and experience in audit of investment banks and unit trusts.

c) Proposed work plan on the basis of the proposed time schedule outlined in the Terms of Reference.

d) The work plan shall include a comprehensive time schedule for carrying out statutory audit.

The **Financial proposal** shall clearly indicate the total cost of carrying out the external Audit, but should be broken down to enable partial payments or scaling of requirements.

Assuming that the Contract can be satisfactorily concluded, the bidders shall be expected to commence the assignment immediately/ a date to be mutually agreed upon after the final agreement is reached.

The bid documents shall be addressed to the following address and dropped at the KRU Offices, Ngong Road **on or before the closing date of 15th July, 2025 5:00p.M.**

**The Chief Executive Officer,
RFUEA Grounds, Ngong Road
Nairobi, Kenya**

Proposals can alternatively be emailed to the below email address:-

ceo@kru.co.ke

With separate emails for the required proposal.

The bidder's terms and conditions will not form part of any contract with KRU in relation to this tender. Canvassing is prohibited and will lead to automatic disqualification.

Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and KRU will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Clarification of Bidding Document

1. All correspondence related to the contract/proposal shall be made in English. Should there be any ambiguity, conflict, discrepancy, omission, uncertainty or any other error, the bidder shall seek clarification in writing sent to the Chief Executive Officer through email to:
2. Any clarification sought by the bidder in respect of the RFP shall be sent at least 5 days before the deadline for submission of bids in writing to the Chief Executive Officer via the same email.
3. It is the responsibility of the bidder to obtain further information required to complete this RFP.
4. Any clarification requests and their associated response will be circulated to bidders.
5. The last date for receipt of requests for clarifications from bidders is 15th July 2025.

Taxes and Incidental Costs

The prices and rates in the financial offer will be deemed to be inclusive of all taxes and any other incidental costs.

Currency for Pricing of Tender

All bids in response to this RFP should be expressed in KENYA SHILLINGS. Expressions in other currencies shall not be permitted.

Responsiveness of Proposals

The responsiveness of the proposals to the requirements of this RFP will be determined. A responsive proposal is deemed to contain all the documents or information specifically called for in this RFP document. A bid determined not responsive will be rejected by KRU and may not subsequently be made responsive by the bidder by correction of the non-conforming item(s).