



OFFICE OF UTILITIES REGULATION

Regulating Utilities for the Benefit of All

**REQUEST FOR PROPOSAL
EXTERNAL AUDITING SERVICES**

The Office of Utilities Regulation (OUR) invites proposals from suitably qualified and experienced audit firms to perform the annual audit of its Financial Statements for a period of three years.

SCOPE OF WORK

The Audit Firm will be required to audit, inter alia:

- Annual Financial Statements
- Loans/Grants by Multi-Nationals
- GOJ Procurement Procedures
- Internal Control Systems to include Human Resource and fleet Management

ELIGIBILITY TO TENDER

Interested local firms must submit the following documents with their Proposals:

- Copy of valid National Contracts Commission Certificate
- Copy of valid Tax Compliance Certificate
- Copy of valid Certificate of practice in Jamaica by the Institute of Chartered Accountants of Jamaica and the Public Accountancy Board.

Failure to adhere to the above eligibility requirements will result in the disqualification of the proposal.

COLLECTION OF REQUEST FOR PROPOSALS

The Request for Proposal may be collected at the OUR Receptionist's desk at the address given below as of **Monday, November 22, 2010 between the hours of 8:00 a.m. and 5:00 p.m.** on weekdays only (public holidays excluded). There is no charge for this document.

SUBMISSION OF PROPOSALS

Sealed submissions are to be placed in the Tender Box located in the lobby at the OUR Office at the address below and must be clearly marked:

**“External Auditing Services”
Office of Utilities Regulation
3rd Floor PCJ Resource Centre
36 Trafalgar Road
Kingston 10**

DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals are to be submitted **no later than 3:00 p.m. Eastern Standard Time [EST] on Monday, December 13, 2010.** Proposals submitted after this date and time will be automatically disqualified.

OPENING OF PROPOSALS

Proposals will be opened publicly at **3:15 p.m. on Monday, December 13, 2010** in the main Conference Room. Bidders or their representatives are invited to attend the opening.

THE OFFICE OF UTILITIES REGULATION

3rd Floor, PCJ Resource Centre, 36 Trafalgar Road, Kingston 10
Tel: 1-888-CALL-OUR, (2255-687), (876)968-6053 • Fax: (876)929-3635
Website: www.our.org.jm

Issued by the Office of Utilities Regulation on November 19, 2010