

CONFIDENTIAL

اؤتومريتي ماكنن بروني دارالسلام



# **REQUEST FOR QUOTATION (RFQ)**

**TO PROVIDE  
PROFESSIONAL SERVICES FOR FINANCIAL AUDIT  
FOR  
BRUNEI DARUSSALAM FOOD AUTHORITY (BDFA)**

*(Quotation Reference: BDFA/Q/0017/2025)*

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# 1. Introduction

## 1.1. Background

- 1.1.1. The Brunei Darussalam Food Authority (BDFA) is an incorporated Statutory Body established on the 1st of January 2021, with the consent of His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah, Sultan and Yang Di-Pertuan of Brunei Darussalam.
- 1.1.2. BDFA's role is to ensure food safety and quality in Brunei Darussalam; and will thus regulate all matters related to food such as food importation and exportation, production and processing, transportation including transits; and also facilitates market access.

## 1.2. Purpose

- 1.2.1. The BDFA hereby invites experienced audit firms to submit a quotation for the Provision of Auditing Services for Four (4) financial years,
- financial period 1st January 2021 to 31st March 2022,
  - financial year 1st April 2022 to 31st March 2023,
  - financial year 1st April 2023 to 31st March 2024 and
  - financial year 1st April 2024 to 31st March 2025.

## 1.3. Terms and Conditions for Submission

- 1.3.1. One (1) original copy of the proposal and clearly marked "RFQ BDFA/Q/0017/2025 – TO PROVIDE PROFESSIONAL SERVICES FOR FINANCIAL AUDIT FOR BRUNEI DARUSSALAM FOOD AUTHORITY (BDFA)." shall be submitted in tamper-proof sealed envelope by **4.00PM** local time on **Wednesday, 24 December, 2025**; addressed to the following:
- ATTN: PROCUREMENT DIVISION
- Brunei Darussalam Food Authority
- Flat B22, Simpang 32-37, Anggerek Desa, Technology Park,
- Bandar Seri Begawan,
- Brunei Darussalam.
- 1.3.2. All responses received shall become the property of BDFA and will not be returned.
- 1.3.3. BDFA will not accept any responsibility for costs incurred in responding to this Request for Quotation (RFQ).

- 1.3.4. Submitting a response does not present a commitment on the part of BDFA to proceed further in this process or plan with any Respondent.
- 1.3.5. BDFA may at its discretion, enter into discussions or negotiations with any Respondent, request further information from the marketplace, or pursue other options.
- 1.3.6. Any enquiries regarding submission requirements or any technical questions regarding this RFQ should be directed to the following email address:  
Email: [procurement@bdfa.gov.bn](mailto:procurement@bdfa.gov.bn)
- 1.3.7. The RFQ does not constitute a commitment to offer a Contract or prospective Contract.
- 1.3.8. All responses must be received on or before the date and time indicated on the RFQ. All late responses will be disqualified.
- 1.3.9. BDFA shall not be under any obligation to disclose any quotation or any particulars thereof to any prospective vendor and does not in any way undertake nor is obliged to accept any quotation that is properly made and which conforms to the terms and conditions of submission. BDFA reserves the right to accept or reject such quotation as it may in its absolute discretion think fit.

## **2. Eligibility Criteria**

- 2.1. The companies shall have a functioning office located in Brunei Darussalam with relevant documents attached such as business registration in the Registry of Company and Business Names (ROCBN).

### **3. Scope of Services**

3.1. The scope of services of the Financial Audit Services will include but not limited to:

- 3.1.1 To plan, manage and execute the annual external audit of BDFA in accordance with Generally Accepted Auditing Standards in Brunei Darussalam for Four (4) financial year end 1st January 2021 to 31st March 2022, 1st April 2022 to 31st March 2023, 1st April 2023 to 31st March 2024 and 1st April 2024 to 31st March 2025;
- 3.1.2 To provide an independent audit opinion on the audited financial statements of BDFA; and
- 3.1.3 The audit implementation and delivery:
  - a. The audit fieldwork shall be commenced within one (1) month after the letter of acceptance has been issued and received by the successful respondent or at a date otherwise agreed by BDFA.
  - b. The four (4) years' final audited Financial Statements for sign-off should be submitted within six (6) months after the audit fieldwork commencement.

## 4. Submission of RFQ

### 4.1. Submission Format

#### 4.1.1. Title Page

- a. The Title page should indicate the title **RFQ BDFA/Q/0017/2025 – TO PROVIDE PROFESSIONAL SERVICES FOR FINANCIAL AUDIT FOR BRUNEI DARUSSALAM FOOD AUTHORITY (BDFA)**”, respondent name, address, telephone and fax number, email address and contact person’s name.
- b. Table of Contents/Index.

#### 4.1.2. Section 1: Company Profile

- a. Describe the type of company (e.g. Limited Companies) and provide a copy of the Business Registration Certificate.
- b. Provide Company Registration Form X or 16/17 (whichever is applicable).
- c. Provide the owners, partners, or shareholders names and copies of their identity cards.
- d. Describe the company size and organization structure.
- e. Authorised representative for all inquiries in relation to the RFQ: Please include name, position, title and contact details.

#### 4.1.3. Section 2: Declaration

- a. Declare if there are any personnel in your company who have a direct relation to any of the BDFA’s employee.

#### 4.1.4. Section 3: Proposed Audit Approach

- a. The respondent shall include a detailed implementation schedule for the proposed audit works showing the detailed phases and deliverables.

The approach shall take into account:

- The scope of work and deliverables as listed in Clause 3 – Scope of Services
- The timeframe for completion of the audit for each financial year.

#### 4.1.5. Section 4: Audit Team Composition

- a. Provide list of staff who are proposed to be associated for executing the Audit services engagement (see Audit Team Composition on **Annex A**).

#### 4.1.6. Section 5: References

- a. Respondent is to provide references of at least three (3) audit clients for whom similar services have been provided.

4.1.7. Section 6: Commercial Proposal

- a. Commercial Proposal on **Annex B**. The validity of the proposal should not be less than 90 days.

4.1.8. Section 7: Additional Information

- a. Other applicable attachments can be included and listed under Additional Information.

## **5. Additional Information to Respondent**

- 5.1. Respondent whose quotation is accepted and is successful will be notified of the acceptance of the quotation by letter ("the Letter of Acceptance"). Thereafter a Purchase Order will be issued and emailed to the successful Respondent's official email address.



## Annex A: Audit Team Composition

Respondents are required to provide details of audit team members. *(Should there be any other pertinent information re the personnel, respondents may add additional column)*

No.	Position	Full Name	No of years of audit experience
1	Engagement Partner		
2	Audit Manager		
3	Audit Senior		
4	Audit Team Members		

## Annex B: Commercial Proposal

Respondents are required to completed the commercial proposal.

<b>Description</b>	<b>Audit Fee B\$</b>	<b>Out of Pocket Expenses (OPE)* B\$</b>	<b>Total B\$</b>
Financial Period ended 31 March 2022			
Financial Year ended 31 March 2023			
Financial Year ended 31 March 2024			
Financial Year ended 31 March 2025			
Total for 4 years			

\* OPE :

- i. To include a maximum cap.
- ii. The OPE for audit service will be reimbursed upon submission of official invoice.

Note:

1. All commercial proposal must bear the official seal or rubber stamp and signature of the authorised agent of the Respondent.

**Payment Terms: Within 30 calendar days from the issuance of invoice of completion of each financial year audit.**

**Price Validity (must not be less than 90 days):**

**Other Terms and Conditions (if applicable):**