

Subject: **Invitation for Quotation for External Audit Services for 2018**

To Whom It May Concern:

The APO is inviting qualified independent auditors to submit quotations for conducting audit services for the year 2018. Applications should contain the information indicated in paragraphs 1 to 6 below. Please note that incomplete submissions may not be accepted.

**1. Qualifications**

The curriculum vitae of each candidate, as well as that of his/her team, should outline where appropriate any previous experience with international organizations, noting the range of audit specialties that can be of benefit to the APO. The curricula vitae should include ethical standards governing their work; professional qualifications, skill and size of the workforce; membership in internationally recognized accounting or auditing bodies; proficiency in at least one of the two working languages of the APO Secretariat (English and/or Japanese); and training and experience of the team, including the existence of a program for the continuing professional education of staff. As the APO complies with the International Financial Reporting Standards (IFRS), please include any relevant information showing the candidate's knowledge of these standards, including any prior experience in auditing financial statements prepared in accordance with the IFRS.

**2. Audit strategies**

This should be accompanied by a description of the audit approach and work plans to ensure adequate audit coverage of the APO's annual accounts and financial statements, including consideration of the efficiency of financial procedures, the accounting system, internal financial controls, and the general administration and management of the organization.

**3. Audit fee**

The total annual audit fee (in Japanese yen) requested, including travel and other supplementary costs. Please note that if the currency of payment is not Japanese yen, the APO operational rate of exchange in force for the month of payment will be applied. A detailed breakdown of the fee should be included (e.g., professional fees, travel costs, etc.). Travel costs should include all travel-relevant expenses, including transportation costs from the site of the external auditor's office to Tokyo. The justification for the fee proposed, including the linkages to the working months and the audit approach/strategies, should be explained. Circumstances in which additional fees will be required should be clearly specified.

**4. Working months**

An estimate of the total time, in months and days as well as by category of staff, that will be required to perform the audit annually and over the term of office should be indicated.

## **5. Deliverables**

The external auditor will issue a report on the audit of the annual financial statements and relevant schedules.

## **6. Other information**

Please include any other relevant information likely to assist the APO in selecting an external auditor from among the applications received. This could include information regarding:

- The independence, integrity, and objectivity of the candidate: demonstrated autonomy from other institutions of the government, integrity and measures taken to ensure confidentiality of information acquired in the course of the appointment, as well as objectivity in the discharge of duties and responsibilities; and
- Reporting: timely communication of audit results presented to management through comprehensive management letters and audit reports. The audit reports should be accurate, complete, balanced, fair, and constructive.

## **7. Submissions**

Applications should reach the Administration and Finance Department of the APO Secretariat via e-mail ([auditor@apo-tokyo.org](mailto:auditor@apo-tokyo.org)) no later than 17:00 (JST) on **23 February 2018**.

Requests for clarification regarding any points of the above should be directed in writing only via e-mail to [auditor@apo-tokyo.org](mailto:auditor@apo-tokyo.org).

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Administration and Finance