



The American Chamber of Commerce in Myanmar
No. 3/A, Bogyoke Aung San Road
#14-00, Suite 51, Junction City Tower
Pabedan Township, Yangon, Myanmar
Registered in Myanmar no. 115666037

31 January 2023

REQUEST FOR PROPOSAL (RFP)

Audit Services - 2023-2024 FY

Background Information

The American Chamber of Commerce in Myanmar (AMCHAM Myanmar) was established on October 31, 2013. To date, more than 140 companies employing over 15,000 Myanmar nationals have joined the Chamber. These companies represent a diverse collection of industries and nationalities, with a common goal to expand American business and promote the highest business standards in Myanmar. AMCHAM Myanmar was registered with the Myanmar Directorate of Investment and Company Administration (DICA) in September 2017 under registration number 115666037. We are a not-for-profit organization.

Mission

The mission of AMCHAM Myanmar is to promote and connect American business in Myanmar by encouraging local partnerships and upholding the highest business standards.

Objectives

- Promote U.S. business investment in Myanmar
- Provide a unified voice for American business
- Encourage American business to collaborate with companies in Myanmar
- Communicate opportunities and realities on the ground for businesses interested in the Myanmar market
- Facilitate capacity development by sharing best practices and encouraging corporate social responsibility

AMCHAM is soliciting quotes and proposals from qualified firms for audit services.

Scope of Work

OUR NONPROFIT requires the following services:

- Submission of the Annual Audited Financial Statement
- The Management letter
- All necessary reports and letters to satisfy domestic tax laws and file required statutory audits under local Myanmar law
- The elected Auditor is required to attend our 2024 AGM in-person and make the required statement from the Auditor to the membership of AMCHAM

All the above must be completed within 30 days of the end of each fiscal year, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, it is required that a meeting of the auditors and selected members of the board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least once with the Board of Directors' audit committee.



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All proposals must include:

- Evidence of the firm's qualifications to provide the above services in the form of a cover letter
- Background and experience in auditing nonprofit clients;
- The size and organizational structure of the auditor's firm;
- Statement of the firm's understanding of work to be performed;
- A proposed timeline for fieldwork and final reporting;
- Proposed fee structure and the maximum fee that would be charged;
- Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- Names of the partner, audit manager, and field staff who will be assigned to our audit
- References and contact information from comparable nonprofit audit clients or similar for-profit clients

Proposal Submission

Proposals are to be submitted to HR@amchammyanmar.com by **March 31 2023.**

Proposal Evaluation

AMCHAM will evaluate all proposals and will choose the company based on its ability to meet the overall expectations; fees; references; experience, and other information included in the RFP.

Timeline

RFP Sent to Offerors and Public	Jan 31 2023
Deadline	March 31 2023
<i>Internal Review</i>	
Notification of selection	NLT April 18, 2023

Confidentially

The company agrees that information concerning AMCHAM's business, marketing, director information, clients, transactions, business plans, and human resources information is considered confidential information. The contractor agrees not to disclose AMCHAM's confidential information.

Questions

Offerors can reach out to the Executive Director at service@amchammyanmar.com.