



BUGISU CO-OPERATIVE UNION LIMITED

REGISTERED NO. 963 UNDER THE COOPERATIVE SOCIETIES ORDINANCE 1946
EXPORTERS OF ARABICA COFFEE

OFFICE: PLOT 46 PALLISA ROAD, MBALE. P. O. BOX PRIVATE BAG MBALE, UGANDA
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Invitation to Tender: External Audit Services

1. EXTERNAL AUDIT SERVICES

Introduction:

Bugisu Co-operative Union Ltd is a Registered Co-operative Union with the Registrar of Co-operatives in 1954, Reg. No 963 operating in 5 districts of Elgon Zone dealing in coffee growing, buying, processing and marketing. We are currently in search of a competent External Audit Firm to render the above mentioned services to BCU Limited for a period of 3 years.

Financial Statements:

Financial Statements for the year end.

2. Requirements:

The external audit services required will include, but not be limited to:

- The planning, management and execution of the annual external audit for BCU and if necessary the subsidiary company.
- Liaison and coordination with the Management, and Finance Committee of BCU regarding provision of information.
- Provision of advice to BCU on technical accounting and financial matters including those relating to taxation and any other.
- Be a critical friend – help us to shape the organisation and our processes whilst retaining an external viewpoint.
- Providing an opinion on Financial Statements, understanding the entity and its environment, obtaining sufficient evidence to form an opinion and having an independent attitude.

3. Proposed contract:

The contract will be for an initial three year period and will be subject to annual appointment by the Governing Board.

4. Tender Requirement:

Tenders should include the following information:

- Must have a valid practicing certificate from ICPAU as the governing body and also approved by the Commissioner of Co-operatives to Audit Co-operatives
- The fee for the first year of the contract period, providing a full breakdown of hours per member of staff and any additional charges. The fee should cover the audit of BCU and its subsidiary.
- The costs of other service provision (eg VAT, gift aid, corporation tax) should also be provided on a per hour basis.
- An indication of the level of fees that would be charged in the subsequent periods of the contract.
- CV of senior staff such as the Audit Partner and Manager and supporting personnel who would conduct the external audit including the location of staff.
- An explanation of the external audit approach that would be used including the firm's policy in relation to maintenance of continuity of staff involved in the audit. Details of relevant experience within the sector and the business activities and issues addressed.
- Details of the areas of technical expertise within the firm that can be called on to support the audit team and to provide advice to the Board and management of BCU as required.
- Details of other charity clients as well as any references that might be used.
- Details of any relevant services that may be appropriate to the needs of BCU and its subsidiary.

Short-listed firms will be invited to a short interview which will include a 10 minute presentation to members of the Finance & General Purposes Committee and representatives from Senior Management.

5. **Contact details**
As above

1. Invitation to Tender Legal Services

2. LEGAL FIRM

3. PURPOSE OF THE POSITION

To make the firm successful by focusing on its people and efforts on serving them.

Roles & Responsibilities

Broad Role:

To provide legal services in an efficient and effective manner in order to enhance compliance with legal and statutory requirements Duties and Responsibilities. Assist in the provision of company secretarial services to the Board of Directors;

- Provide legal advice and ensure compliance with legal and statutory requirements;
- Prepare and review various agreements, deeds, leases, and other legal papers;
- Research on relevant statutes, rulings and precedents to be used as a basis for answering
- Requests for legal opinions; Liaise with other departments in managing legal matters;
- Handle all legal matters including litigations in liaison of the company.
- Maintain a comprehensive database of all legal matters with up to date progress and ensure
- Quarterly data/trend analysis; Review and formulate legal policies, procedures and regulations;
- Review recent legislation, court cases, correspondence and publications pointing out key matters
- For management action; attend court as and when required to by defending the company in all its legal matters
- Assist the Company Secretary in ensuring that the department complies with ISO requirements;
- Assist the Company Secretary in ensuring proper risk management and control within the Company; ensure quarterly evaluation of external lawyers;

4. Tender Requirement:

Tenders should include the following information:

- Must have a valid practicing certificate from LDC Uganda and other relevant Authorisations as the governing body and also approved by the Commissioner of Co-operatives to represent Co-operatives any other approvals from legal fraternities
- CV of senior staff such as the Lawyer lead Partner and Manager and supporting personnel who would conduct the including the location of Staff.
- An explanation of the Law Firm approach that would be used including the firm's policy in relation to maintenance of continuity of staff involved in the Legal Matters. Details of relevant experience within the sector and the business activities and issues addressed.
- Details of the areas of technical expertise within the firm that can be called on to support the Lawyers team and to provide advice to the Board and Management of BCU as required.
- Details of any relevant services that may be appropriate to the needs of BCU and its subsidiary.

Short-listed firms will be invited to a short interview which will include a 10 minute presentation to members of the Board of Directors General Purposes Committee and representatives from Senior Management.

5. **Contact details:**
As above

6. Deadline:

The deadline for responses to these tenders is **5pm on 31st May 2017.**

The Tender Reference should be clearly identifiable on all correspondence (including envelopes and emails) to ensure that no tenders are opened prior to the deadline and should be sent to: **as above mentioned address.**