

<b>QUOTATION NOTICE</b>		
01	Ministry	Ministry of Post, Telecommunications & Information Technology
02	Division	Information and Communication Technology Division
03	Agency	Bangladesh Computer Council
04	Procuring Entity Name	Startup Bangladesh Limited
05	Procuring Entity District	Dhaka
06	Notice for	RFQ (Procurement of Goods and relevant services)
07	Notice Ref No	56.01.0000.043.43.030.20-192
08	Date	19-May-2020
<b>KEY INFORMATION</b>		
09	Procurement Method	Request for Quotation (RFQ)
<b>FUNDING INFORMATION</b>		
10	Budget and Source of Funds	Government of Bangladesh
<b>PARTICULAR INFORMATION</b>		
11	RFQ Package Name	Statutory Audit for Startup Bangladesh Limited
12	RFQ document collection date	27 May 2021 up to 5:00 PM
13	Quotation submission date and time	30 May 2021 12:00 PM
14	Place of Receiving RFQ documents	Office of the Managing Director Startup Bangladesh Limited ICT Tower (1 <sup>st</sup> floor), Agargaon, Dhaka-1207.
<b>INFORMATION FOR SUPPLIER</b>		
15	Required documents of supplier	<ul style="list-style-type: none"> <li>• Updated trade license</li> <li>• TIN certificate</li> <li>• VAT registration certificate</li> <li>• Bank solvency certificate</li> </ul>
16	Brief Description of Deliverables	<p>Whole package including following:</p> <ul style="list-style-type: none"> <li>• Audit the books of account of Startup Bangladesh Limited for the financial year ended June 2021 (From March 2020 to June 2021). As part of the audit, the 'Auditor' will examine the books of accounts retained at the office of Startup Bangladesh Limited Head Quarter. The 'Auditor' will follow the Bangladesh Auditing Standards while carrying out the audit assignment.</li> <li>• Verify the transactions and vouchers for the expenditures made.</li> <li>• Check the completeness and correctness, including booking the expenses to the proper account of the financial transaction.</li> <li>• Check whether the accounts, records, systems, documents, and statements were maintained as required by the GOB financial guidelines.</li> <li>• Detect any irregularities in terms of cost, quality and documentation relating to financial management.</li> <li>• Check all the financial issues, which affect the financial position of Startup Bangladesh Limited.</li> <li>• Verification of the compliance of the statutory rules and regulations.</li> <li>• Verification of contracts/agreements, if any.</li> <li>• Verification of accounting procedures of underlying portfolio investment.</li> <li>• Physical verification of fixed assets.</li> <li>• Check transactions whether those were in compliance with the statutory financial rules, statutory financial guidelines.</li> <li>• Check the provision for expenses (accruals), if any. Check whether the accruals are supported by adequate documents. The 'Auditor' should also check the subsequent position of the accruals at the time of conducting the audit.</li> <li>• Verification of purchases and check whether the procedures were followed as per financial rules.</li> <li>• Any other audit related activities as may be lawfully assigned by Startup Bangladesh.</li> <li>• A management report from the Auditor.</li> </ul>
17	Other notes	<ul style="list-style-type: none"> <li>• Service Provider shall have to submit quotation in their official pad</li> <li>• Please mention "QUOTATION" clearly above the envelope</li> </ul>



		<ul style="list-style-type: none"><li>• Please mention quotation value in numeric and in words</li><li>• RFQ document shall be available in free of cost</li><li>• No security money is required for QUOTATION submission</li></ul>
<b>PROCURING ENTITY DETAILS</b>		
18	Name of Official Inviting Tender	Tina F. Jabeen CPA
19	Designation of Official Inviting Tender	Managing Director
20	Address of Official Inviting Tender	ICT Tower (1 <sup>st</sup> Floor), Agargaon, Sher-E-Bangla Nagar, Dhaka-1207, Bangladesh.
21	Contact details of Official Inviting RFQ	Tel: +880-1711930970, Email: info@startupbangladeshvc.gov.bd
<b>The Procuring Entity reserves the right to accept or reject all or any of the RFQs or annul the procurement proceedings</b>		

*Tina Jabeen*

Tina F. Jabeen CPA  
Managing Director

Distribution:

1. Startup Bangladesh Limited company Website Notice Board ([www.startupbangladesh.vc](http://www.startupbangladesh.vc))
2. ICT Division Website Notice Board ([www.ictd.gov.bd](http://www.ictd.gov.bd))
3. BCC Website Notice Board ([www.bcc.gov.bd](http://www.bcc.gov.bd))