

**Request for Proposals**  
**For 2016 Annual Auditing Services at LSX**

**September 22<sup>nd</sup>, 2016**



## **I. Purpose, Background, Scope of Service and Candidate Conditions**

### **1. Purpose**

- **Lao Securities Exchange (LSX)** is seeking for proposals from qualified international audit companies interested in providing the auditing services for the transparency of the operation of LSX;
- The LSX's intent and the requirements of this RFP are to provide 2016 annual auditing services for LSX.

### **2. Background**

**Lao Securities Exchange (LSX)** is a joint venture limited company between Bank of Lao PDR (BOL) and Korea Exchange (KRX), which have entered their Joint Venture Agreement on July 22<sup>nd</sup>, 2009.

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

The proposing company shall be required to provide auditing services as following:

- Conduct 2016 annual audits in accordance with International Standards on Auditing as promulgated by the International Auditing and Assurance Standards Board (the "IAASB");
- Consider and give comments on LSX's internal control;
- Issue the final audit reports to LSX at the completion of the audit within **February 10<sup>th</sup>, 2017**. (1<sup>st</sup> draft of the audit reports must be submitted by **January 20<sup>th</sup>, 2017**)

### **4. Candidate Conditions**

The candidate companies shall meet the following criteria:

- 4.1 Be the external auditors approved by Lao Securities Commission Office (LSCO);
- 4.2 Established and has at least 3 years experience in field related to each above-mentioned services;
- 4.3 Established based upon the international standard;
- 4.4 Have adequate human resources who are expert in the related field with fluent communication ability in English;
- 4.5 Provide detail plans and activities in dealing with the above-mentioned field (what & how to be audited and when it should be done);
- 4.6 Provide the information of contact person located in the Lao PDR;
- 4.7 All information in the proposal shall be complete and accurate.

## II. Proposal Requirements

### 1. Proposal Format

All RFP's are limited to a maximum of 20 pages in English. This page limit does not include cover letter, appendixes and draft of auditing service contract.

#### ▪ Cover Letter

Each response should include a cover letter no longer than two pages, signed by an officer of your company, indicating that the response is valid for 90 days and that officer is legally able to contractually bind your company. The cover letter should summarize your proposal's key points.

#### ▪ Non Collusion

The LSX prohibits collusion.

#### ▪ Staffing Plan

- Provide the location, address, and contact information of the office that will provide the services to the LSX
- Indicate which person and position will serve as the day-to-day contact for the LSX
- Provide qualified audit experts
- Experts must be good in English communication, good manner and willing to share

#### ▪ Company Approach

- Discuss how your company will provide the services to be performed for the LSX
- Please indicate the schedule for implementing the plan that your company will use to provide the services to be performed for the LSX

#### ▪ Price (Cost from the LSX perspective)

#### ▪ Joint Proposals

A joint proposal developed by two or more proposers is not allowed.

#### ▪ Other

- Please disclose any conflict or potential conflict of interest, if any, that your company may have concerning this engagement.

### 2. Submittal Requirements

Two copies of your company's response shall be submitted **no later than 11<sup>st</sup> October 2016** to **Mr. Viengkham VANSILALOM**, Director of Management & Administration

Department of the LSX, Lao Securities Exchange Office

T4 Road, Ban Phonthan, Saysettha District, Vientiane Capital, Lao PDR

Tel: 856-21-454 361-4

Tel: 856-20-2222 0098

E-mail: [viengkham@lsx.com.la](mailto:viengkham@lsx.com.la)

Once submitted, proposals may not be corrected or modified prior to the time of opening.

**※ You are required to follow the following appendix in making a proposal**

**<Appendix-1>**

***Table of Content for Proposal***

**I. Introduction**

1. Objectives
2. Audit Strategy
3. Expected effect

**II. Company Status**

1. Company Introduction
2. Company Organization and Human Resource
3. Main Business Performance

**III. Audit Plan**

1. Specification of audit method and human resource
2. Audit Plan (How /When to do and complete)

**IV. Other Miscellaneous**

1. Additional proposal
2. Miscellaneous

**III. RFP Evaluation, Schedule and Other Matters**

**1. RFP Evaluations**

RFP will be evaluated based on the following criteria (not listed in any order of importance):

- Expertise of Key personnel to be assigned to the contract
- Company's capacity to performance
- Company's cost proposal

And first LSX is going to select top two-qualified proposer technically and then do price-evaluation targeting at top two-qualified proposers and finally select an proposer got the most score in adding technical-evaluation score (80%) and price-evaluation score (20%)

**2. Negotiations**

The LSX retains the right to make an award based on initial proposals without negotiations.

Negotiations may be conducted with all responsible proposers.

### **3. Final Ranking and Selection**

The LSX shall have a right to negotiate with the responder whose proposal is determined to be the most advantageous to the LSX, considering the Evaluation factors set forth in the RFP.

### **4. Discussions: Best and Final Proposer**

The LSX may permit qualified proposers to revise their proposals by submitting “best and final” proposal when in the best interest of the LSX.

### **5. Schedule**

- Post RFP on LSX homepage : **27<sup>th</sup> September , 2016**
- RFP Deadline : **11<sup>st</sup> October , 2016**
- Final Selection : **20<sup>th</sup> October , 2016**
- Expected Contract : **27<sup>th</sup> October , 2016** (it is subject to change depending on contract conditions)

### **6. Contact**

All inquiries related to this RFP shall be submitted in writing to:

**Mr. Viengkham VANSILALOM**

Director of Management & Administration Department

Lao Securities Exchange

T4 Raod, Ban Phonthan, Vientiane Capital, Lao PDR

Phone: 856-21-454 361-4

Cell Phone: 856-20-2222 0098

E-mail: viengkham@lsx.com.la

## **IV. Disposition of Proposals**

- All materials submitted in response to this RFP will become the property of the LSX.
- There is no expressed or implied obligation for the LSX to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

**== This is the end of documents ==**