

WEST KOWLOON CULTURAL DISTRICT AUTHORITY

Provision of Audit Services

Notice of Invitation for Proposal

Description:

The West Kowloon Cultural District Authority invites qualified auditors to submit a proposal for the provision of Audit Services for each of the three financial years 2012/13, 2013/14 and 2014/15.

The objectives of the Services are:

- (a) to carry out an audit of the Authority's accounts in compliance with all relevant legislation and common law requirements and in accordance with Hong Kong Standards on Auditing as well as Hong Kong Financial Reporting Standards issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA");
- (b) to fulfill the role, functions and responsibilities of auditors as reasonably expected of them;
- (c) to submit an audit report to the Authority expressing an opinion on whether the financial statements of the Authority give a true and fair view of the state of affairs of the Authority as at the financial year end and of its profit/loss and cash flows for the year then ended;
- (d) to produce a report to the Audit Committee regarding those accounting, auditing, internal control and governance matters, coming to their attention in the course of the audit, that they consider should be brought to the attention of the Authority; and
- (e) to assist management to answer queries from relevant parties including attendance at meetings as required by the Authority.

Collection and Submission of Tenders:

Interested parties are required to express their interest to the Authority at the following address in writing (by fax, email or mail) providing the company name, address, contact telephone no. and name and position of contact person. The Authority will notify parties who have expressed interests when they may collect the tender documents. Expressions of interest in response to this "Notice of Invitation for Proposal" received by the Authority after 12:00noon on 27 June 2012 will not be considered.

The tender submission must be returned to the Authority on or before 12:00noon on Friday, 6 July 2012. **LATE SUBMISSION OF TENDERS WILL NOT BE ACCEPTED.**

15 June 2012

For enquiries and to notify an intention to collect the tender documents, please contact Mr. Andrew Tsoi at:

Finance Department

West Kowloon Cultural District Authority

29/F, Tower 6, The Gateway

9 Canton Road, Tsim Sha Tsui

Kowloon, Hong Kong

Telephone No.: (852) 2200 0080

Fax No.: (852) 2895 1218

Email: andrew.tsoi@wkcd.a.hk

Qualifications and Requirements:

Auditors are required to have:-

- (a) a demonstrated ability to undertake similar services for large public organizations, the Government or quasi-government agencies in Hong Kong or the wider region;
- (b) a definite work plan and commitment to deliver the Services within the tentative time frame; and
- (c) sound qualifications and experience to undertake the Services supported by proper personnel and other resources.

Remark:

The West Kowloon Cultural District Authority reserves the right to accept the tender which the Authority in its sole discretion considers to be the most advantageous to the Authority. The Authority does not bind itself to accept any tender irrespective of whether the tender is the lowest bid, or has the highest overall mark. The Authority also reserves the right to suspend, not to proceed with or cancel the Invitation for Proposal.