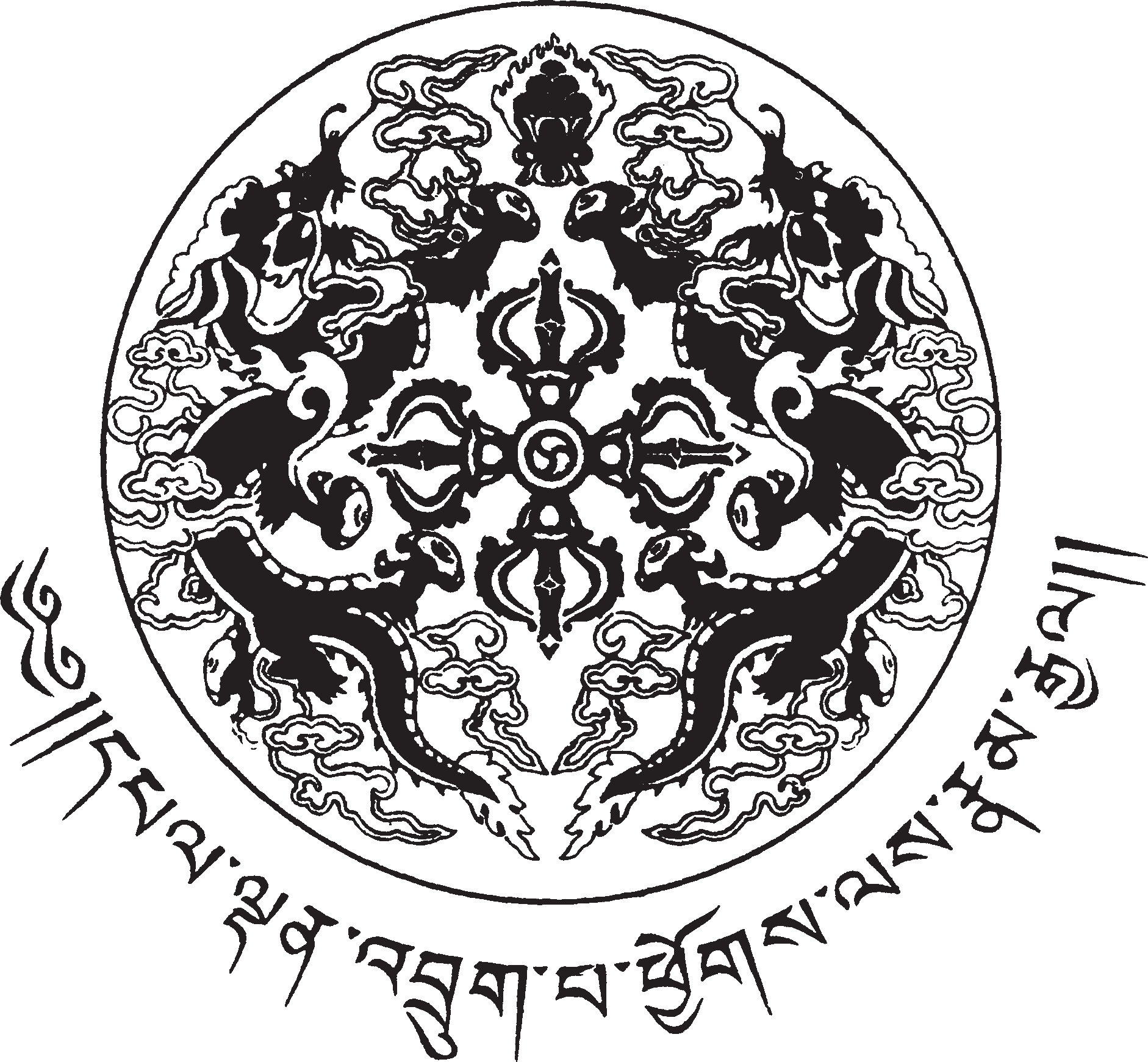
REQUEST

FOR EXPRESSION OF INTEREST

for the *revision of “Bhutanese Accounting Standards (BAS)”*



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# REQUEST FOR EXPRESSION OF INTEREST

**REoI No.*: AASBB/BAS/2020/02***

#### Project Name: Issuance of Revised Bhutanese Accounting Standard (BAS).

#### Procuring Agency: Accounting and Auditing Standards Board of Bhutan (AASBB),

#### Ministry of Finance.

#### Title of Consulting Services: Revision of Bhutanese Accounting Standards (BAS).

# AASBB/BAS-11/2020/1167 Date: 23rd November 2020

# INVITATION FOR EXPRESSION OF INTEREST

The Accounting and Auditing Standards Board of Bhutan (AASBB), Ministry of Finance invites expression of interest to provide the following consulting services.

Bhutanese Accounting Standards (BAS) 2015 that was issued in 2015 is International Financial Reporting Standards (IFRS) 2015 edition. From 2015 till date, the changes/ amendments/ revisions made to standards and new standards that are issued by the International Accounting Standards Board are yet to be issued in Bhutan. It has become imperative for these changes to be issued in Bhutan for implementation. Therefore, consultancy services will be hired to review BAS 2015 and develop latest version of BAS/IFRS. The consultants will be required to submit a detailed report on the impact of each standard.

More details on the services are provided in the Terms of Reference and complete set of documents can be downloaded from [www.mof.gov.bt](http://www.mof.gov.bt) or www.aasbb.com.bt.

Interested Consultant, Firms or Institution may submit "Expression of Interest" via email or in a sealed envelope clearly superscripted as Expression of Interest for **"Revision of Bhutan Accounting Standard (BAS)”** and may obtain further information about the services, procedures for submitting the EOI etc. from the contact address given below.

A Consultant will be selected as per the procedures described in this REoI, in accordance with Procurement Rules and Regulations of the Royal Government of Bhutan

The EoIs are to be submitted at the latest by *13:00 local time*, 7th December 2020*.* The procedural requirements for responding to this invitation are provided in the complete REoI document, which includes the following:

### Section I – Instructions to Consultants

### Section II – Standard Forms

### Section III- Terms of Reference

Address for response/ Address of Procuring Agency:

Accounting and Auditing Standards Board of Bhutan (AASBB),

Ministry of Finance, WWF Building,

Kawangjangsa, Thimphu.

Telephone: +975 325298, Fax: +975 325370;

[www.aasbb.com.bt](http://www.aasbb.com.bt):

aasbbhutan@gmail.com

Yours sincerely,

(Kinzang Wangmo)

***General Secretary***

# SECTION I: INSTRUCTIONS TO CONSULTANT

1. Scope of Assignment: The Employer has received a budget from *Royal Government of Bhutan (RGoB)* and intends to select a Consultant for the specific assignment as specified in the Terms of Reference in Section III.
2. Qualifications of the Consultant: Prospective Consultants shall demonstrate in their EoI that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
3. Conflict of Interest**:** The Consultant shall hold the Procuring Agency’s interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or its own corporate interests. For this purpose, the provisions of the Procurement Rules and Regulations on Conflict of Interest shall apply.
4. Unfair Advantage: If a Consultant could derive a unfair competitive advantage from having provided Consulting Services related to the assignment in question, the Procuring Agency shall make available to all Consultants together with this REoI all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.
5. Preparation of EoI: EoI shall be typed or written in indelible ink in English language and shall be signed by the Consultant. Consultants are required to complete the following Forms including supporting documents to substantiate the qualification and experience of the firm:

### Section I – Instructions to Consultants Section II – Standard Forms

### Section III- Terms of Reference

1. Submission of EoI: The prospective Consultant may deliver their EoI by hand, mail or e-mail services to the address mentioned in the REoI.
2. The EoI shall be properly sealed in envelopes addressed to the Procuring Agency as mentioned in the REoI advertisement and bear the name & address of the Consultant as well as the name of the assignment.
3. The closing date for submission of EoI is *13:00 local time*, 7th December 2020. Any EoI received after the deadline for submission of EoI shall be declared late, and returned unopened to the Consultant.
4. The EoI may be modified or substituted before the deadline for submission. The Procuring Agency may at its sole discretion, extend the deadline for submission of EoI.
5. At any time prior to the deadline for submission of EoI the Procuring Agency for any reason or on its own initiative may revise the REoI Document by issuing an addendum, which shall form an integral part of the Document.
6. Evaluation: The Consultants shall be evaluated as per *section 5, Requirement for the consultants of ToR attached.*

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| --- | --- | --- |
| **Sl. No** | **Criteria** | **Points** |
| 1 | General experience of the firm | [5] |
| 2 | Relevant experience of the firm that best fit with proposed assignment | [15] |
| 3 | Relevant experience *and qualification of Team Leader* professional in reference to the proposed assignment | [30] |
| 4 | Relevant experience *and qualification of IFRS Expert* in reference to the proposed assignment | [40] |
| 5 | Relevant experience *and qualification* local consultant professional in reference to the proposed assignment | [10] |
|  | Total | 100 |

*[When the total points allocated is less than 100 the final points awarded should be scaled up/ converted out of 100 points*]

1. Immediately after the closing date and time for submission, the Procuring Agency shall open all EoI documents, including any substitutions accompanied by a properly authorized substitution notice.
2. Following the opening of the EoI, and until the RFP is issued; no Consultant shall make any unsolicited communication to the Procuring Agency. Such an attempt to influence the Procuring Agency in its decisions on the examination, evaluation, and comparison of the EoI may result in the rejection of the EoI.
3. EoIs shall be evaluated based on the criteria outlined under clause 11. Request for Proposal (RFP) documents shall be issued to the shortlisted consultants only.

# SECTION II: STANDARD FORMS

Form 1: Sample letter of Expression of Interest Form 2: Firm Information Sheet

Form 3: General Experience of the Firm during the Last 5 (five) calendar Years Form 4: Relevant Experience of the Firm during the Last 5 (five) calendar Years Form 5: Relevant Experience of the *Team Leader*

Form 6: Relevant Experience of the *IFRS Expert*

Form 7: Relevant Experience of the *local consultant*

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## Form 1: Sample Expression of Interest (EOI) for Consultancy services

Date:

To

*[Insert address of Procuring Agency]*

Sub: **Expression of Interest (EOI) for the Consultancy Service …….***[Insert title of Consulting Services]*

Dear Sir/Madam,

This is in response to your public notice published in *[…………..insert name of paper/ website……………………]* on *[……insert date……………]*, inviting expression of interest for *[insert description of Consulting services].* We hereby submit our expression of interest and have attached necessary information according to the standard forms.

The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on this information, we understand you would be able to evaluate our proposals in order to shortlist for the above-mentioned assignment. We, however, understand that the Procuring Agency reserves the right to decide whether or not to shortlist our firm without disclosing the reason whatsoever.

Sincerely yours,

On behalf of the firm: Signature: …………………. Name of signatory: Designation:

Company Seal

## Form 2: Firm Information Sheet

### Consulting Services Data

|  |  |
| --- | --- |
| Name of the consulting services |  |
| Brief Description of the Assignment |  |

### (a) Consulting Firm Information

|  |  |
| --- | --- |
| Name of the consulting firm: | Country of Registration: |
| Name of the owner: | Day, month & Year of Establishment: |
| Name of Authorized Representative (*if applicable*): | Position/Designation: |
| Contact Person details:  Name, Designation, email and phone number |  |

*[Attach valid Trade License /Registration certificate]*

### (b) Associations (Joint Venture or Sub-consultancy)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the consulting firm | Country of Registration | Joint Venture (JV) or Sub- consultant | Name of Owner/ Authorized representative | Position/Designation |
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*[Attach Certificate of Registration of the lead member, Certificate of Registration of the JV mem- ber (for each member) Certificate of Registration of the Sub-Consultant (for each sub-consultant), Letter of Association/letter of Intent to form JV/Association]*

* 1. **Core Area of expertise of the firm** *[Provide a brief Description]*
  2. **Company Profile** *[Provide a brief Description]*
  3. **Available Equipment** *[where applicable]*

Provide list of equipment owned by the firm and relevant for the assignment

## Form 3: General Experience of the Firm during the Last 5 (five) Calendar Years

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| **Sl. No** | **Name of the assignment** | **Name of the client** | **Address of the client** | **Duration of the assignment** | | | **Total Cost of the assignment Nu.** | **Remarks** |
| **From (Date)** | **To (Date)** | **Total (Months)** |
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## Form 4: Relevant Experience of the Firm during the Last 5 calendar Years

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| **Sl. No** | **Name of the assignment** | **Name of the client** | **Address of the client** | **Duration of the assignment** | | | **Total Cost of the assignment Nu.** | **Remarks** |
| **From (Date)** | **To (Date)** | **Total (Months)** |
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## Form 5: Relevant Experience of the *Team Leader*

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| **Sl. No** | **Name of the Staff** | **Qualification** | **Total Years of**  **experience** | **Relevant experience** | | | | | |
| **Name of assignment** | **Client** | **Position** | **Duration** | | |
| **From (Date)** | **To (Date)** | **Duration (Months)** |
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## Form 6: Relevant Experience of the *IFRS Expert*

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| **Sl. No** | **Name of the Staff** | **Qualification** | **Total Years of**  **experience** | **Relevant experience** | | | | | |
| **Name of assignment** | **Client** | **Position** | **Duration** | | |
| **From (Date)** | **To (Date)** | **Duration (Months)** |
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## Form 7: Relevant Experience of the *local consultant*

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| **Sl. No** | **Name of the Staff** | **Qualification** | **Total Years of**  **experience** | **Relevant experience** | | | | | |
| **Name of assignment** | **Client** | **Position** | **Duration** | | |
| **From (Date)** | **To (Date)** | **Duration (Months)** |
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# SECTION III: TERMS OF REFERENCE

# Background

To standardize the Accounting and Auditing Standards within the country as well as to make it at par with the international best practices, Bhutan adopted the International Financial Reporting Standards (IFRS) from 2013. At the same time, Bhutan has also obtained requisite copyright waiver from the IFRS Foundation to adopt IFRS in a phased manner and it is called Bhutan Accounting Standard (BAS).

Subsequently, the Accounting and Auditing Standards Board of Bhutan (AASBB) started issuing the standards in phased manner. The BAS Phase I was issued with 18 standards for implementation from 1st January 2013. These standards were selected based on the general nature of their application and simplicity. The BAS Phase II with another 8 standards in addition to BAS Phase I was issued on 18th June 2015 with effective date for implementation from 1st January 2016. However, companies were permitted for early adoption of the standards by AASBB.

Since the issuance of the BAS 2015 edition (1st January 2016), which has been 5 years, many amendments have been made to the standards and few standards have been replaced. Therefore, BAS 2015 needs to be reviewed and the latest updated version of the BAS has to be issued.  The consultants will be recruited with the available funding support from the Royal Government of Bhutan (RgoB) in the current fiscal year to provide services mentioned in the following pages.

# Objective(s) of the Assignment

The main objectives of the consultants are:

1. To carry out the review of BAS 2015 (IFRS 2015) edition and identify the amendments/ revisions made to IFRS 2015 and their impact on the financial reporting.
2. To identify the new standards issued after 2015 and study their impact on financial reporting.
3. To disseminate these changes to the implementing agencies, regulators and the Technical Working Committee (TWC) members through consultative workshops.

# Scope of Services, Tasks and Expected Deliverables

* + - 1. Revision of Bhutanese Accounting Standards (BAS) 2015 edition to latest IFRS for issuance.
      2. Prepare comparative details of amendments/ changes/ revisions of standards from BAS 2015 to latest IFRS and their impact on financial reporting.
      3. Conduct consultative workshop on Sl. No 2 for the stakeholders including the Regulators and the TWC members.

# Reporting

The consultant shall submit the following reports and documentations:

1. Inception Report
2. Report on impact of the amendments, changes and revision of the standards
3. A separate report on implementation and impact of IFSR9
4. BAS 2020 edition
5. Workshop report
6. Final Report

# Requirement for the Consultants

1. The consultant shall have necessary license to carry out the assignment.
2. The consultant should not have any tax issues.
3. The consultant having experience in carrying out similar assignments shall have added advantage. The completion certificate has to be attached. Without Completion Certificate the assignment will not be considered.
4. The consulting firm (non-Bhutanese) will recruit a local consultant.
5. The team leader and the key personnel (IFRS Expert) should posses the following work experience, qualifications for proper execution and successful completion of the assignment:

|  |  |
| --- | --- |
| Position | Qualification/ Experience |
| Team Leader | * Be Chartered Accountant, CPA or equivalent qualification * Have adequate experience in IFRS implementation and training on IFRS * Minimum experience of 10 years demonstrating experience in the field of financial accounting and auditing of which at least 5 years in the IFRS implementing agency. * Associated as Team Leader/Team Manager in at least one similar assignment in the last three years |
| IFRS Expert | * Be Chartered Accountant, CPA or equivalent * Have adequate experience in IFRS implementation and training on IFRS * Minimum experience of 5 years demonstrating experience in the field of financial accounting and auditing of which at least 2 years in the IFRS implementing agency. |
| Local Consultant | * Be Chartered Accountant, CPA or equivalent * Have experience in IFRS/BAS implementation |

# Service & Support to be provided by RGoB

The assignment will be administratively and technical coordination by the Component Manager from the AASBB Secretariat who will facilitate the meetings with stakeholders and provide feedback on the draft deliverables.

For this assignment, RGoB will provide:

1. Office Room with internet access;
2. Annual report of companies;
3. Assist the local consultants in arranging meeting with key person of the company; and
4. Adequate access to the documents required for review

The composition of Review Team to monitor the assignment and review the deliverable will be:

* Ms. Kinzang Wangmo, General Secretary, AASBB Secretariat
* Mr. Ugen Tshering Dukpa, Chief Accounts Officer, AASBB Secretariat
* Ms. Dorji Dem, Dy. Chief. Accounts Officer, AASBB Secretariat
* Mr. Sonam Tshering, Sr. Accounts Officer, AASBB Secretariat

The deliverable submitted by the consultant will be reviewed and the comments will be provided to the consultant s within 2 weeks by the review team for incorporation in the final report.

# Appendix A - Reporting Requirements

Note:  List format, frequency, and contents of reports; persons to receive them; dates of submission; etc.

                      (Expected start…. ..)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Outputs | Report Contents | Indicative timeline (from commencement of assignment) | Payment Percentage |
| 1 | Inception Report | * Describe the understanding of objectives and tasks, project management approach, and the control process to ensure the project reaches its goals | 15 days from signing of the contract | 5% |
| 2 | Report 1 | * Detailed report on the impact of the changes, amendments and revision of the standards on financial reporting (implementation of IFRS 9). | 45 days from signing of the contract | 45% |
| 3 | Report 2 (BAS 2020 edition) | * Develop the BAS 2020 edition which is at parallel to International Financial Reporting Standards (IFRS) 2019/2020. | 60 days from signing of the contract | 20% |
| 4 | Report 3 | * Report on consultative workshop with the stakeholders | 75 days from signing of the contract | 20% |
| 5 | Final consultancy report | * Summary of the activities carried out | 85 days from signing of the contract | 10% |

Notes:

1. In addition, the consultant will communicate with General Secretary, AASBB Secretariat and provide updates on any issues, constraints, problems, and solutions provided during the assignment.
2. All reports to be submitted to Ms. Kinzang Wangmo, General Secretary, AASBB Secretariat, MoF.
3. Report contents may be revised in consultation with the consultants.
4. The payment will be done upon submission and acceptance of the deliverable.

# ANNEXURE:

[Attach any other documents from the *Consultants, if applicable]*