REQUEST FOR PROPOSAL

Provision of External Financial Audit Services

easyHATCH Ltd | RFP Reference: FIN-RFP-AUD-001 | Eligible to RRA-Approved Audit Firms Only

RFP Reference:	FIN-RFP-AUD-001
Issuing Entity:	easyHATCH Ltd, Reg. No. 105217673, 2nd Floor, Musanze Pension Plaza, Musanze District, Rwanda
Issue Date:	31 August 2026
Clarification Deadline:	10 days before submission deadline
Proposal Submission Deadline:	17:00, 25 September 2026
Submission Address:	admin@easyhatch.rw
Enquiries:	admin@easyhatch.rw

1. INTRODUCTION AND BACKGROUND

easyHATCH Ltd is a poultry hatchery and breeder operation based in Musanze District, Rwanda, operating breeder rearing and laying farms, a hatchery, and associated commercial functions. The Company is inviting proposals from eligible, appropriately licensed audit firms to provide external (statutory) financial audit services for the Company's financial statements.

This Request for Proposal (RFP) sets out the background, scope of services required, eligibility criteria, submission requirements, and evaluation process. Firms wishing to be considered must respond fully to this RFP in accordance with the instructions in Clause 8.

2. PURPOSE AND OBJECTIVES OF THE AUDIT

The Company requires an independent external auditor to:

- **(a)** express an independent opinion on whether the Company's annual financial statements give a true and fair view of its financial position and performance, in accordance with International Financial Reporting Standards (IFRS) and the Rwandan Companies Law N° 007/2021 of 05/02/2021, as amended;
- **(b)** conduct the audit in accordance with International Standards on Auditing (ISA);
- **(c)** provide a management letter identifying any control weakness, accounting irregularity, or recommendation for improvement arising from the audit, addressed to the Board and management;
- **(d)** support the Company's statutory and tax compliance obligations by providing financial statements certified in a form acceptable to the Rwanda Revenue Authority; and
- **(e)** provide the Board with a clear, evidence-based, and independently formed view of the Company's financial reporting, free of any conflict of interest.

3. SCOPE OF SERVICES

3.1 Core statutory audit

- Full annual statutory audit of the Company's financial statements for the financial year ending 2026, and each subsequent financial year covered by the engagement term in Clause 6.
- Audit planning, including risk assessment, materiality determination, and an audit strategy memorandum presented to management before fieldwork commences.
- Interim audit procedures / interim controls review, where the audit approach requires it, at a date to be agreed with management.
- Year-end audit fieldwork, covering all material balances and transactions, including revenue recognition, inventory (including live bird stock, feed, and hatching egg inventory where applicable), fixed assets, payroll, related-party transactions, and going concern assessment.
- Issuance of the independent auditor's report and signed audited financial statements within the timeframe agreed under Clause 6.

- A management letter setting out any internal control weaknesses, accounting policy observations, and recommendations identified during the audit.
- A closing meeting with the CEO and finance team, to present audit findings before finalisation.

3.2 Excluded from this engagement

Tax computation, tax return preparation, tax advisory services, and any other non-audit service are excluded from the scope of this RFP and, where required, will be procured separately in order to preserve auditor independence. Proposers should not price such services into this proposal, and should note in their response any non-audit service currently provided to the Company by their firm or network, if applicable, for independence assessment purposes.

4. MANDATORY ELIGIBILITY CRITERIA

A proposal will be rejected without technical or financial evaluation if the proposing firm does not meet EVERY criterion below. Proposers must provide documentary evidence against each criterion as part of their submission (see Annex A).

#	Mandatory Criterion	Evidence Required
1	Current inclusion on the Rwanda Revenue Authority's published List of Approved Professional Accountants / Audit Firms to Certify Financial Statements, for the current list year	Copy of the relevant RRA published list, with the firm's entry highlighted, or written confirmation from RRA
2	Every partner and signing auditor proposed for this engagement holds a current, valid ICPAR Practising Certificate	Copies of current ICPAR Practising Certificates for all proposed partners and the signing auditor
3	The firm is duly registered and in good standing with the Rwanda Development Board (RDB), with a current RRA tax clearance certificate	RDB incorporation/registration certificate; current RRA tax clearance certificate
4	The firm holds current professional indemnity insurance appropriate to the scale of this engagement	Certificate of professional indemnity insurance, showing insurer, coverage limit, and expiry date
5	No actual or perceived conflict of interest, and no non-audit relationship with the Company that would impair independence under ISA and IESBA independence requirements	Signed Declaration of Independence and No Conflict of Interest (Annex D)
6	Minimum of five (5) years' experience conducting statutory audits of companies of comparable scale in Rwanda, with at least one reference in agriculture, agribusiness, or another operationally intensive sector considered an advantage	Client reference list (Annex E) with at least two contactable references

5. TECHNICAL PROPOSAL REQUIREMENTS

The technical proposal must address each of the following, using the structure in Annex B:

(a) Firm profile, including years established in Rwanda, ICPAR registration details, RRA approved-list status, and organisational structure;

(b) Proposed engagement team, including the name, ICPAR practising certificate number, qualifications, and relevant experience of the engagement partner, the audit manager, and any other key team member, together with the estimated time commitment of each;

(c) Proposed audit methodology and approach, including how the firm will assess and respond to the specific risks of a poultry hatchery and breeder operation (live bird and hatching egg inventory valuation, biological asset considerations, seasonal cash flow, and multi-site operations across the hatchery, rearing farm, and laying farm);

(d) Proposed audit timetable, from planning through to sign-off, including proposed dates for interim and final fieldwork;

(e) The firm's quality control framework, including its most recent ICPAR practice review or quality assurance inspection outcome, if available;

(f) Evidence of relevant sector experience and at least two contactable client references (Annex E);

(g) A draft engagement letter, for the Company's review, setting out the firm's standard terms of engagement.

6. DURATION OF ENGAGEMENT

The initial engagement term is for the audit of the financial year ending 31 December 2026, with the option, at the Company's sole discretion and subject to satisfactory performance and independence review, to extend the engagement for up to two (2) further consecutive financial years, on a year-by-year reappointment basis. No proposer should assume automatic renewal. The Company reserves the right to re-tender this engagement at any time in accordance with good governance practice on periodic audit rotation.

7. FINANCIAL PROPOSAL REQUIREMENTS

The financial proposal must be submitted in a SEPARATE SEALED ENVELOPE or, for electronic submission, a separate password-protected file from the technical proposal (see Clause 8), and must include:

- A fixed, all-inclusive fee for the audit of the financial year ending 31 December 2026, stated in Rwandan Francs (RWF) and exclusive of VAT, with VAT shown separately.
- An indicative fee for each of the two optional extension years referred to in Clause 6, to assist the Company's multi-year budgeting, while acknowledging that final fees for extension years remain subject to separate agreement.
- A breakdown of the fee by grade of staff and estimated hours, sufficient for the Company to assess reasonableness.
- Confirmation of what is included in the fee (e.g. planning, interim and final fieldwork, management letter, closing meeting) and what, if anything, would be charged separately.

8. INSTRUCTIONS FOR SUBMISSION

(a) Proposals must be submitted in English, in two separate parts: (i) the Technical Proposal, and (ii) the Financial Proposal, each clearly marked and sealed or password-protected separately, so that price information is not visible during technical evaluation.

(b) Proposals must be received at the submission address by the deadline stated on the cover page. Late submissions will not be considered under any circumstances.

(c) Proposals must remain valid and open for acceptance for a minimum of ninety (90) days from the submission deadline.

(d) Any request for clarification must be submitted in writing to the enquiries contact by the clarification deadline stated on the cover page. Responses to substantive clarification questions will be shared with all proposers who have registered interest, without identifying the firm that raised the question.

(e) The Company reserves the right to invite shortlisted firms to a clarification meeting or presentation before final evaluation.

9. EVALUATION CRITERIA AND WEIGHTING

Proposals that pass the mandatory eligibility gate in Clause 4 are evaluated as follows. Technical evaluation is completed and scored in full BEFORE the financial envelope is opened.

Criterion	Weight	What Is Assessed
Engagement team qualifications and experience	20%	Seniority, ICPAR standing, and relevant experience of the named engagement partner and team
Sector and comparable-scale audit experience	15%	Depth of experience auditing organisations of comparable size and, ideally, agricultural or agribusiness operations
Audit methodology and understanding of the business	20%	Quality and specificity of the proposed approach, including how the firm addresses the specific risks of a hatchery and breeder operation
Quality control and independence	10%	Firm's quality assurance framework and the strength and completeness of the independence declaration
Proposed timetable and responsiveness	5%	Realism of the proposed timetable against the Company's reporting deadlines
TECHNICAL SUBTOTAL	70%	
Financial proposal	30%	Overall value for money, assessed against the technical score — not on price alone
TOTAL	100%	

A minimum technical score of 60% (of the 70% technical weight) is required for a proposal to proceed to financial evaluation. A proposal scoring below this threshold is eliminated regardless of its financial proposal.

10. GENERAL TERMS AND CONDITIONS

(a) This RFP is not an offer and does not bind the Company to award any contract. The Company reserves the right to accept or reject any or all proposals, to cancel this RFP process at any stage, or to negotiate further with any proposer, without liability to any proposer and without giving reasons.

(b) No proposer is entitled to compensation for the cost of preparing or submitting a proposal, or for participating in any clarification meeting or presentation.

(c) All information provided by the Company in connection with this RFP is confidential and must not be disclosed to any third party without the Company's prior written consent.

(d) The successful firm will be required to submit RDB incorporation documents, current RRA tax clearance, banking confirmation, and insurance certificates, before the engagement letter is signed.

(e) The successful firm must disclose to the Company, before the engagement letter is signed and at each subsequent reappointment, any beneficial ownership connection to a public official or politically exposed person, in accordance with the Company's Anti-Corruption Policy.

(f) This RFP and any resulting engagement are governed by the laws of Rwanda.

ANNEX A
MANDATORY ELIGIBILITY SELF-CERTIFICATION

The proposing firm must complete this form and attach the supporting documents listed. An incomplete form, or a form unsupported by the required documents, will result in the proposal being rejected without further evaluation.

Criterion	Y / N	Document Attached
Current on the RRA List of Approved Professional Accountants / Audit Firms to Certify Financial Statements		
All named partners/signing auditor hold current ICPAR Practising Certificates		
Current RDB registration and RRA tax clearance certificate		
Current professional indemnity insurance certificate		
Signed Declaration of Independence and No Conflict of Interest (Annex D)		
Minimum 5 years' statutory audit experience in Rwanda, with client references (Annex E)		

Firm name:	
ICPAR firm registration number:	
RRA approved-list reference / year:	
Contact person:	
Email / telephone:	
Signature of authorised partner:	
Date:	

ANNEX B
TECHNICAL PROPOSAL TEMPLATE

Structure the technical proposal using the headings below, in this order, referencing the corresponding paragraph of Clause 5 of the RFP.

- 1. Firm Profile and RRA / ICPAR Standing (Clause 5(a))
- 2. Proposed Engagement Team (Clause 5(b)) — include a CV for the engagement partner and audit manager
- 3. Audit Methodology and Sector Understanding (Clause 5(c))
- 4. Proposed Timetable (Clause 5(d))
- 5. Quality Control Framework (Clause 5(e))
- 6. Sector Experience and Client References (Clause 5(f)) — use Annex E
- 7. Draft Engagement Letter (Clause 5(g))

Maximum length: 15 pages excluding CVs, the draft engagement letter, and Annex E. Proposals exceeding this limit may have excess pages disregarded during evaluation.

ANNEX C

FINANCIAL PROPOSAL / FEE SCHEDULE

⚠ **Submit This Annex Separately From the Technical Proposal**

This Annex must be submitted in a separate sealed envelope, or a separate password-protected electronic file, from the Technical Proposal (Annex B), so that price does not influence technical scoring. See Clause 8(a).

Item	RWF (excl. VAT)
Audit fee — financial year ending 31 December 2026 (fixed, all-inclusive)	
Indicative fee — Extension Year 1 (if exercised)	
Indicative fee — Extension Year 2 (if exercised)	
VAT (18%)	
TOTAL — Year 1 (incl. VAT)	

Fee breakdown by grade and estimated hours (attach separately):

Confirm what is included in the fixed fee, and what (if anything) is chargeable separately:

ANNEX D

DECLARATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

To be completed and signed by the engagement partner on behalf of the proposing firm.

- Neither the firm, nor any partner, director, or member of the proposed engagement team, nor any close family member of any of them, holds any financial interest, shareholding, loan, or other financial relationship with easyHATCH Ltd, its directors, or its senior management.
- The firm has not provided, and does not currently provide, any non-audit service to easyHATCH Ltd that would impair independence under the IESBA International Code of Ethics for Professional Accountants and applicable ICPAR standards.
- No partner or member of the proposed engagement team has any personal or family relationship with any director, officer, or senior employee of easyHATCH Ltd that could reasonably be perceived to affect independence or objectivity.
- The firm will notify easyHATCH Ltd immediately, in writing, of any change in circumstances during the engagement that could affect the independence confirmed in this declaration.
- The firm has disclosed below any matter that a reasonable person might consider relevant to assessing independence, even if the firm does not consider it to constitute an actual conflict.

Disclosures (write ‘None’ if not applicable):

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Signed by the Engagement Partner:
On behalf of the proposing firm

Name: ______________________________

Signature: ______________________________

Date: ______________________________

Firm Name and Stamp:

Name: ______________________________

ANNEX E

CLIENT REFERENCES

Provide at least two (2) contactable references for statutory audit engagements of comparable scale completed within the last three years. easyHATCH Ltd may contact these references directly as part of evaluation.

Reference 1 — Client name:	
Sector / nature of business:	
Contact person and title:	
Email / telephone:	
Audit engagement period:	
Approximate scale (revenue / total assets, if known):	

Reference 2 — Client name:	
Sector / nature of business:	
Contact person and title:	
Email / telephone:	
Audit engagement period:	
Approximate scale (revenue / total assets, if known):	

Reference 3 — Client name:	
Sector / nature of business:	
Contact person and title:	
Email / telephone:	
Audit engagement period:	
Approximate scale (revenue / total assets, if known):	