



## Township of McNab/Braeside

### REQUEST FOR QUOTE No. FIN-01-2019 External Audit Services

**Addendum #1  
July 16, 2019**

Township of McNab/Braeside  
2508 Russett Drive  
Arnprior, ON K7S 3G8

The following modifications and clarifications are to be made and taken into consideration when submitting a proposal for this contract.

**\*\*The receipt of this addenda shall be acknowledged in writing by the bidder in the space provided on the revised Proposal Form below\*\*.**

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### 2.0 Requirements and Scope of Service

#### 2.2 Scope of Services

##### 2.2.1 Audit

- Support the annual Financial Information Report (FIR) reporting process. This support would include the submission of any audit questionnaire and other information required by MMAH as part of the annual FIR reporting process as applicable and responding to any questions related to the FIR. The FIR schedules themselves are prepared by client.

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### Annex A: Request for Proposal No. FIN-01-2019 External Audit Services

#### Form of Quotation

*A revised form of quotation is provided on page 3 of this document. Please use this revised form as part of your submission.*

**No change in the closing date will be made as a result of this addendum.**

**Annex A: Request for Proposal No. FIN-01-2019 External Audit Services**

**Form of Quotation**

**To be completed by Firm submitting a quote:**

Quotation by: \_\_\_\_\_

*Name of Firm*

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Having examined the scope, services, terms, contract clauses and other requirements as stipulated in the Request for Proposal No. FIN-01-2019 External Audit Services which forms part of this quotation, we do hereby offer and agree to furnish external audit services at the price(s) stated below:

<b>Audit Year</b>	<b>Quoted Fee (excluding HST)</b>
2019	\$ _____
2020	\$ _____
2021	\$ _____
2022	\$ _____
2023	\$ _____
Payment Terms	_____

**FO-23 Statement by Bidder**

Bid Document Name: Request for Proposal No. FIN-01-2019 External Audit Services

- 1) I/We have reviewed all terms and conditions of all forms included as part of this RFP package.
- 2) I/We have read and understand all of the terms and conditions of the forms included as part of this package.
- 3) I/We understand that if our RFP bid is successful, all requirements of the successful bidder as outlined in the documents will be completed by the time and in the format required.
- 4) I/We acknowledge Receipt of Addenda as follows and that the pricing quoted includes the provisions set out in such addenda:

Addendum #: \_\_\_\_\_ Date Received: \_\_\_\_\_  
# \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2019.  
City

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Position