



PAN AFRICA
CHRISTIAN UNIVERSITY

**PAC UNIVERSITY REQUEST FOR PROPOSAL (RFP) FOR
INTERNAL AUDIT SERVICES**

Date Issued: November 14, 2025

Submission Deadline: November 28, 2025

Contact Person: Vice Chancellor

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1. Introduction

PAC University, a Christian institution committed to academic excellence and spiritual growth, invites qualified internal audit firms to submit proposals for the provision of comprehensive internal audit services. This partnership aims to enhance governance, risk management, and internal controls in alignment with the university's mission and Christian values.

2. Background

PAC University operates with a vision to integrate faith and learning, promoting ethical stewardship and accountability across all departments. The University seeks an internal audit partner that shares these values and demonstrates professional excellence in auditing within the education sector.

3. Scope of Services

The selected firm will:

- Conduct a comprehensive risk assessment.
- Develop a one-year strategic internal audit plan.
- Perform audits as per the agreed schedule.
- Prepare clear, timely and detailed audit reports with actionable recommendations for Management and the Finance Committee of the Council.
- Conduct risk-based internal audits covering financial, operational, compliance, and IT areas.
- Review internal controls and recommend improvements.
- Provide independent assurance on the adequacy and effectiveness of governance processes.
- Assist in fraud risk identification and prevention measures.
- Ensure adherence to applicable audit standards and regulations.

4. Statement of Faith and Values

Given PAC University's Christian identity, bidders must:

- Submit a statement of faith outlining the firm's Christian beliefs and values.
- Explain how these values influence the firm's ethical standards, client relationships, and professional conduct.
- Demonstrate commitment to integrity, stewardship, transparency, and service excellence.

5. Proposal Submission Requirements

Proposals should be structured as follows:

A. Cover Letter

- Firm introduction and confirmation of alignment with PAC University's Christian values.

B. Statement of Faith and Values

- Clear articulation of the firm's faith and ethical commitments.

C. Firm Profile and Experience

- Overview of the firm, relevant experience, and qualifications of key personnel.

D. Audit Methodology and Approach

- Description of audit techniques, risk assessment, reporting, and quality assurance processes.

E. Compliance Assurance

- Approach to ensuring compliance with relevant laws and audit standards.

F. References

- Minimum of three client references, preferably from Christian or educational organizations.

G. Cost Proposal

- Detailed fee structure, including hourly rates and any additional costs.

H. Additional Information

- Any other information relevant to the proposal.

6. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

Criteria	Weight (%)	Description
Statement of Faith & Values		Alignment with PAC University’s Christian ethos and ethical standards.
Experience and Expertise		Relevant internal audit experience and qualifications.
Methodology and Approach		Appropriateness and innovativeness of audit approach.
Compliance with Standards		Adherence to applicable audit and regulatory standards.
References and Past Performance		Quality of previous work and client satisfaction.
Cost Proposal		Competitiveness and transparency of pricing.

7. Timelines

Activity	Date
RFP Issuance	November 14, 2025
Deadline for Submission	November 28, 2025
Evaluation and Shortlisting	December 3, 2025
Interviews/Presentations	December 7,2025

Activity	Date
Notification of Award	December 14, 2025
Contract Commencement	January 1, 2026

8. Contractual Terms

- The contract will be for an initial term of one year, renewable based on performance.
- The firm must maintain confidentiality of all university information.
- The firm will comply with all applicable laws and PAC University policies.
- Deliverables and timelines will be agreed upon contract signing.
- Performance reviews will be conducted periodically.

9. Submission Instructions

- Proposals must be submitted electronically in PDF format to **vc@pacuniversity.ac.ke**
- The subject line should read: “RFP Submission – Internal Audit Services – [Firm Name].”
- Proposals received after the deadline will not be considered.

10. Additional Information

PAC University reserves the right to accept or reject any proposal, wholly or partly, without assigning reasons. The university is committed to a transparent and fair selection process that upholds its Christian values.

We look forward to partnering with a firm that shares our commitment to integrity, stewardship, and excellence.