

Your Ref:

Our Ref: CCS/CON/IA/1.3/2025

29 October 2025

Contract Title: Audit of the Financial Statements of the Caribbean Community Secretariat (CCS) for the Years Ending 31 December 2026 to 31 December 2030

REQUEST FOR CLARIFICATION No. 1

Questions and Answers

Question 1 Can you confirm where the books and records are maintained?

Answer: **Books and Records:** The Secretariat's financial records are primarily maintained at our Headquarters in Guyana. Documents are also maintained at our Barbados and Jamaica offices.

Question 2 Is this an audit done out of Barbados or Guyana?

Answer: **Audit Location:** The audit engagement is conducted out of our Guyana office.

Question 3 I perused your website but could not locate any details of your annual reports. Can this information be shared for an assessment to be done?

Answer: **Annual Reports:** Our audited financial statements are available on request. However, given that the current stage of the tender process is a Request for Expressions of Interest an assessment of the work to be done is not required.