

Twelve things to settle before you submit

For Canadian businesses bidding on government tenders and RFPs. Standards current to 18 October 2026.

- ☐ **Write down the engagement level the document names**
Compilation, review or audit. They are different products, not tiers.
- ☐ **Write down the exact entity**
The bidding company, not a parent, unless the tender permits group statements.
- ☐ **Write down the exact fiscal years**
Commonly two or three, with the year-end dates as printed.
- ☐ **Separate mandatory from rated requirements**
Mandatory means disqualification. Rated means points.
- ☐ **Confirm whether the agency is a known user**
It changes the engagement letter and the report. Settle it first.
- ☐ **Get the bookkeeping current before engaging**
This, not the report, is what decides how long the work takes.
- ☐ **Check the no-assurance wording appears**
It cannot be softened or reworded to imply more than a compilation.
- ☐ **Check the basis of accounting note is there**
Cash, accrual or another framework such as ASPE, stated plainly.
- ☐ **Reconcile the statements to your corporate returns**
Returns are generally due six months after fiscal year-end.
- ☐ **Assemble only the documents requested**
Bids can become public records. Send nothing adjacent to the list.
- ☐ **Diarise the closing time, not just the date**
Late submissions are rejected without review. There is no appeal.
- ☐ **Keep the supporting records six years**
Trial balances, ledgers, bank records and tax papers.

Gondaliya CPA performs compilation engagements under CSRS 4200, which provide no assurance. Audit and review engagements are referred out. Educational information only, not advice.