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Date :20 August, 2018		
Provision of Audit Services on Long Term Agreement Basis (LTA) RFP/KRT/18/013		

To All Bidders:

#	REFERENCE / DOCUMENT / SECTION	Bidder Query	UNDP RESPONSE
1.	Section 3. Bid Data Sheet	We would like to kindly inform you that our office would be closed for eid holidays from 17 th August to 25 th August 2018. We have not received any response from your end to our queries. We would request you to let us know if you would like us to participate in this RFP and to afford us a time extension till 11 th September 2018 as that will enable us to tailor our proposal to your requirements appropriately.	Considering both request for extension for submission of the bid by bidders as well as urgency of the service requirement, the submission deadline has been extended up to 10:00 AM Sudan time 2 September 2018.
2.	Section 3. Bid Data Sheet	Please note that we couldn't get any access on the RFP documents of the project on the website as when logged in with the password and username. Got "Authorization error message". What shall we do to be able to prepare the tender document and upload the supporting files?	e-Tendering was launched in 2017, most of the local suppliers have been able to prepare and upload the document without any challenges. Therefore, Bidders are able to download bid document after registering at UNDP tendering Portal: https://etendering.partneragencies.org If you have not registered in the system before, you can register now by logging in using: Username: event.guest Password: why2change

			<p>Please follow the registration steps as specified in the e-Tendering Guides which can be downloaded using the following links: http://intra.sd.undp.org/bids/doc/1707.pdf (English Version) http://intra.sd.undp.org/bids/doc/1548.pdf (English Version) http://intra.sd.undp.org/bids/doc/1622.pdf (Arabic Version)</p> <p>All Bids MUST be submitted in the online e-tendering system logging into the following link Using your username and password:</p> <p>https://etendering.partneragencies.org</p> <p>Event ID: SDN10-0000002614</p> <p>Bidders can also download RFP document from the following links:</p> <ul style="list-style-type: none"> • UNDP Procurement Notices at: http://procurement-notices-admin.undp.org/view_notice.cfm?notice_id=48531 • UNGM website: https://www.ungm.org/Public/Notice/75204 • UNDB: www.devbusiness.com: Bid reference: UN372-08/18
3.	Section 3. Bid Data Sheet	Do we have to submit the bank guarantee along with a Cashier's Check / Certified Check? Or can it be one or another?	One of the either is acceptable, but bank guarantee shall be provided only the selected contractor after the contract has been signed. Bid Security However, should be provided in original at the time of bid submission or before the expiry of bid submission date.

		We have been advised by our bank that the template will require amendments in order to be issue directly from their Manchester office. The would need to at least insert a governing law clause (probably URDG 758) and a non-assignment clause. Would the bank guarantee still be accepted with these changes?	In case that your bank is not quoting the same text stated in Form H, then Bidder is encouraged to submit certified cheque instead of Bank Guarantee /Letter.
4.	N/A	We would also be really grateful if you can inform us of the tentative budget for this assignment. We would appreciate a quick response from your end to clarifications sought by us.	Since this is Not fixed Budget RFP, the budget cannot be disclosed.
5.	Section 3. Bid Data Sheet	Bid security: can you please clarify if the bidder should provide a bank guarantee of \$10 000 or a Cashier's Check of \$10 000 or both are requested as bid security	As explained above, one of the either will do.
6.	Section 5. Terms of Reference	Team structure: can you please advise if there is a required number of staff for the team members, particularly for "Auditors (Fieldwork)" as this position is written in the plural form on page 41 of the RFP	Number of field Auditors are not determined by UNDP in RFP, it is up to the Bidders to determine. However, it is to be noted that the proposed number should commensurate with the workload under each assignment.
7.	Section 5. Terms of Reference	Period of the audit: can you please clarify if the audit period is from 1 January 2017 to 31 December 2017 or 1st January 2018 to 31 December 2018 or if it is both. Information of page 33 on the RFP state that it is from 1 January 2017 while on page 34 it is from 1 January 2018 to 31 December 2018.	Usually the audit is for the fiscal year (Jan – Dec 2xxx), but the period for the field work starts from 1st week of February to 3rd week of March or maximum 30 of March each year.
8.	Section 5. Terms of Reference	Audit deliverables: can you please clarify if the auditor will have to issue an audit report and a management letter for each project, including where several projects are implemented by the same implementing partner/NGO	Yes, auditor will have to issue an audit report and a management letter for each project, including where several projects are implemented by the same implementing partner/NGO.

9.	N/A	There are certain audit procedures to be performed in order to certify the statements of inventories and undepreciated assets and we expect that these assets will be at projects sites outside Khartoum. Will UNDP arrange Auditors traveling to and accommodation at projects sites?	There is no travel outside Khartoum. On the assets, the Selected Company will ensure that auditor have full access to verify the assets if needed.
10.	N/A	Please advise on issue of Sudan visa to our audit team.	UNDP will facilitate on the issuance of visa, however, it the responsibility of Audit Company to obtain the visa and pay for it.

#END#