



Addendum No 1
Clarifications of the Solicitation Documents
20 May 2015

RFP-2015-90: Provision of Audit Services for the Projects of UNDP and other UN Agencies on Long Term Basis

Issue Date: 8 May 2015

Original Close Date: 28 May 2015 at 2 p.m. (Jerusalem time)

Extended Close Date: Not applicable

The following is considered as addendum No. 1 to the RFP-2015-90, which shall be deemed to form, be read as part of the tender. Some prospective Bidders have required in writing clarifications of the Solicitation Documents. Follow are UNDP responses to the said queries that have been received:

QUESTION No. 1:	The RFP requests that we provide the staff time allocation and the implementation timelines for delivering the services. I would be grateful if you could provide us with an indicative list of projects and their respective expenditure for the first year of the LTA in order to help us estimate the required inputs and timeline of delivery.
REPLY No. 1:	<p>The Request for Proposal (RFP) does not require at this stage the staff time allocation and the implementation timelines as the RFP did not provide information on the projects to be audited.</p> <p>The resulted Long Term Agreements (LTAs) shall serve the projects of UNDP and other UN Agencies as required per agency; those projects are not defined at this stage. Once UNDP establishes LTAs with the qualified audit firms, the UNDP will send to the LTA holders the information on the projects to be audited for assessment of level of efforts. Please refer to the provision, Award of Long Term Agreements and Resulting Contract, under the Terms of Reference for further information.</p>
QUESTION No. 2:	What are the years under the audit and the expected number of assignments per year?
REPLY No. 2:	The LTA holders may be approached by UNDP for audit of its projects or projects of other UN Agencies or by other UN Agencies directly without the involvement of UNDP.

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RFP-2015-90

	UNDP does not guarantee any volume of service.
QUESTION No. 3:	Is there a template showing the exact needed information to be used for the statement of satisfactory performance from top three corporate clients over the past three years. If not, we have our own pre-populated survey assessing our performance towards clients services but disclosing this to any party needs clients permission in advance. Please confirm if this is fine with you.
REPLY No. 3:	There is no template. Any form which is signed and stamped by an authorized signatory (name and title are clear) is acceptable.
QUESTION No. 4:	What are the specific documents needed to prove that there are no previous litigations on our audit firm?
REPLY No. 4:	Section 4 includes the declaration; and, Section 5, point 11, includes the description of the litigation history.
QUESTION No. 5:	What are the exact documents needed as a proof of Compliance of Quality Control International Standard?
REPLY No. 5:	The Proposer shall provide details on its internal technical and quality control/assurance review mechanisms.
QUESTION No. 6:	Do you have a template for the financial proposal to be used?
REPLY No. 6:	Please use Section 7.
QUESTION No. 7:	What is the proof needed for the years of auditing activity?
REPLY No. 7:	The list of implemented projects is the proof of audit activity.
QUESTION No. 8:	Please indicate the proposed timing to conduct the assignments and the deadline for deliverables as this is not clearly mentioned in the ToR?
REPLY No. 8:	LTA holders shall receive the necessary information at time of each audit request.

For your kind attention and reference,

Khaled Shahwan
Deputy Special Representative
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