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**Request for Proposal to Select Audit Firm/s for Audits of
NIM Projects/Awards
Lao PDR**

CONFIDENTIAL

REQUEST FOR A PROPOSAL

to

CONDUCT A PROJECT AUDIT

REFERENCE: UNDPLAORFP_002_2016
Audit of NIM Projects in Lao PDR

Date of Issue: 9 December 2016

RPS_266_2016

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INTRODUCTION

You are invited to submit a proposal to conduct an audit of the UNDP projects executed by National Implementing Partners in Lao PDR. Your proposal could form the basis for a contract between your firm and the United Nations Development Programme (UNDP). The contract will cover the audit of financial reports for the **year ended 2016** but may be extended, at the sole discretion of UNDP, for a further two years.

The objective of the audit is to assess whether the financial report for the project (referred to as the Combined Delivery Report) presents fairly the expenditures for the project and that the funds were utilized for the purposes described in the project document and work plans.

This is open competitive process and all qualified firms/companies meeting the technical/qualification requirements may submit their proposals.

STATEMENT OF WORK

A detailed statement of work is provided in Annex I (Terms of Reference -TOR) of this document.

PROPOSAL CONTENTS

The contents and format of the requested proposal should include, but not be limited to, the following information:

Technical Component

The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

Description of the Firm and the Firm's Qualifications and the Composition of the Proposed Team

A brief description of your firm including the total number of personnel, experience with similar projects, and client referrals.

Provide the composition of the team that you propose and the curriculum vitae of the members of the team.

For the minimum qualifications, please refer to the section *Qualifications of the Auditor* in the TOR.

Proposed Approach, Methodology, Timing and Outputs

Any comments or suggestions on the Statement of Work as well as your description of the manner in which your firm/institution would respond to the Statement of Work. You should include the number of person-days in each specialization that you consider necessary to carry out all work required.

Price Component

Fixed Price Contract

The fees proposal must be a total “fixed price” quotation indicating the overall total amount in US dollars proposed to UNDP. The total fees submitted by your firm to UNDP for the purpose of the present request shall be firm and final.

The calculation of the fees should also indicate the all-inclusive cost in US dollars and an estimate of the time-effort to be allocated for the services, expressed in number of working days by employee performing the Audit, i.e., as applicable, audit partner, audit manager, audit senior and audit assistant.

Any incidental out of pocket expenses (OPE) such as travel and accommodation must be included in the overall “fixed price” fees submitted to UNDP.

No amount other than the proposed total “fixed price” fees shall be paid by UNDP for the provision of the audit services subject of the present request for proposal.

UNDP’s general policy is to effect payment upon the achievement of specific milestones described in the contract. As described in the draft contract we have identified two milestones.

You should also indicate any comments or reservations to the draft form contract.

SUBMISSION AND SELECTION ARRANGEMENTS

Introduction

To enable you to submit a proposal, please find enclosed:

Annex II: Proposal Submission Form, to be completed and returned with your proposal;

Annex III: A draft of the form of contract under which the services would be performed, including the "General Conditions for UNDP Contracts for Professional Services".

UNDP reserves the right to reject any and all proposals received in response to this RFP and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of UNDP. Although it is UNDP preference to award one contract for the services described in this RFP, UNDP reserves the right to award separate contracts for the elements covered by this RFP in any combinations as it deems appropriate, at its sole discretion.

This RFP contains no contractual offer of any kind. Any proposal submitted will be regarded as an offer by the proposer and not an acceptance by the proposer of any offer by UNDP. No contractual relationship will exist except pursuant to a written contract document signed by UNDP and the proposer.

UNDP reserves the right to modify or exclude any consideration, information or requirement contained in this RFP and to add new considerations, information or requirements at any stage of the procurement process, including negotiations with proposers, at any time before any contract is awarded for the audit services outlined in this RFP.

Submission of the Proposal

Your proposal shall comprise the following documents:

- (a) Proposal Submission Form;
- (b) Technical Component; and
- (c) Price Component

Proposals in response to the present request must be marked “UNDPLAORFP_002_2016 Proposal to conduct project audit” before 17:00 Vientiane time on 23 December 2016 at the following address:

United Nations Development Programme
Lane Xang Avenue, PO Box 345
Postal Code 01004
Vientiane
Lao PDR
Attention to: Procurement Unit

Alternatively, bidders/consultants are allowed to submit their proposal by email. Bidders/consultants who intend to submit electronic proposals must follow the submission instruction as follows:

Official Address for e-submission: **lao.procurement@undp.org**

Free from virus and corrupted files

Format: PDF files only

Max. File Size per transmission: 5 MB

No. of copy to be transmitted: 1

Mandatory subject of email: See below instruction for details

Virus Scanning Software to be used prior to transmission: Yes

Instruction for electronic submission:

The proposer may choose to submit their proposals by e-mail to **lao.procurement@undp.org**. In this case the proposer shall send separate proposals for:

- 1) Technical proposal;
- 2) Financial proposal as separate attachments to the message(s)

Having prepared the proposal in paper formats as specified in RFP the entire Technical proposal should be scanned or otherwise converted into one or more electronic .pdf (Adobe Acrobat) format files and attached to one or more E-mails. Same should be done for Financial Proposal.

The subject line of the email(s) should state: **“Name of Company – Technical Proposal UNDPLAORFP_002_2016 Audit of NIM Project in Lao PDR”**; and

Separate email **“Name of Company – Financial Proposal UNDPLAORFP_002_2016 Audit of NIM Project in Lao PDR – DO NOT OPEN”**

To secure your financial offer please SET-UP A PASSWORD for the Financial Proposal which will be requested as follow:

a) The password for Financial Proposal will be requested from the proposers if they are successful in the Technical proposal evaluation. Only those who achieved the minimum score on the technical evaluation will be requested to provide the password to the financial proposals. It is strongly suggested that proposers make a note of the passwords and keep with them in a safe place. If we are unable to open the file because

of forgotten password(s) the proposal will be disqualified. Proposers may send as many emails as needed; however, the size of each email should not exceed five megabytes (5MB). As an email can take some time to arrive after it is sent. We advise all proposers to send email submissions well before the deadline,

b) Please be aware that bids e-mailed to UNDP will be rejected if they are received after the deadline for bid submission. When choosing to submit their proposals electronically, proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is uncorrupted, in the indicated electronic format and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.

Please Note: Any proposal sent to the private email addresses of any procurement staff will not be accepted.

Proposals received after this date will be rejected. UNDP may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective proposers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNDP at its own initiative or in response to a clarification requested by a prospective proposer.

Proposers must provide all requisite information under this RFP and clearly and concisely respond to all points set out in this RFP. Any proposal which does not fully and comprehensively address this RFP may be rejected.

You are requested to hold your proposal valid for 90 days from the deadline for submission. UNDP will make its best effort to select a firm within this period.

Assuming that a contract can be satisfactorily concluded by 1 February 2017, the assignment is expected to commence on 9 February 2017.

The costs of preparing a proposal and of negotiating a contract are not reimbursable by UNDP.

UNDP will not return proposals received. These proposals shall be kept confidential for the sole and internal consideration of UNDP.

Any requests for clarification should be referred to the following email accounts:

kiettisack.senephansiri@undp.org cc bounnong.luangkhot@undp.org . Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of UNDP.

Format and signing of proposals

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

In the event of any discrepancy between these copies, the hard copy marked "Original" shall govern.

Sealing and marking of proposals

The Offeror shall seal the Proposal in **one outer and two inner envelopes**, as detailed below.

- (a) The **outer envelope** shall be:
addressed to:

**Procurement Unit
United Nations Development Programme
Lane Xanng Avenue, PO Box 345
Postal Code 01004
Vientiane
Lao PDR**

- marked with – **“UNDPLAORFP_002_2016 Audit of NIM Projects in Lao PDR”**

- (b) **Both inner envelopes** shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule duly identified as such.

Note: If the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

In addition to hard copy of proposals please include:

- One copy of a CD read-only media of the
“Technical Proposal” to be placed in inner
envelope of “Original Technical Proposal”
- One copy of a CD read-only media of the
“Financial Proposal” to be placed in inner
envelope of “Original Financial Proposal”

Evaluation of the Technical Proposal (70 points)

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being reviewed and compared. The Price Component will be reviewed only for those firms/institutions whose Technical Component meets the requirements for the assignment. The total number of points which a firm may obtain for both components is 100

The technical component, which has a total possible value of 70 points, will be evaluated using the following criteria:

- a) **the profile of your firm (10 points);**
- b) **the qualifications and competence of the personnel proposed for the assignment for a total of (25 points); and**
- c) **the approach in implementing the tasks described in the Statement of Work (15 points).**
- d) **the schedule of the audit engagement, assessed in terms of its responsiveness to the schedule requirements of UNDP (20 points)**

Evaluation of Competitive of fees of Fees (30 points)

If the substantive presentation of a proposal achieves the minimum of 49 points, the competitiveness of the fees will be taken into account in the following manner:

The total amount of points for the fees component is 30. The maximum number of points shall be allotted to the lowest fees proposed that is compared among those invited firms which obtain the threshold points in the evaluation of the substantive presentation. All other fees proposals shall receive points in inverse proportion to the lowest fees; e.g;

$$[30 \text{ Points}] \times [\text{US\$ lowest}]/[\text{US\$other}] = \text{points for other proposer's fees}$$

Please note that the UNDP is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UNDP's general principles, including economy and efficiency, UNDP does not bind itself in any way to select the firm offering the lowest price.

General Information and additional requirements:

1. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
2. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
3. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencypdocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for

full description of the policies)

4. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- 4.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;

- 4.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or

- 4.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

5. Similarly, the Proposers must disclose in their proposal their knowledge of the following :

- 5.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and

- 5.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

6. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate,

access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.

7. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

8. Clarification of Proposal

8.1 Proposers may request clarifications of any of the RFP documents no later than 5 days prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address at kiettisack.senephansiri@undp.org cc bounnong.luangkhot@undp.org . UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.

8.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

9. Amendment of Proposals

9.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through UNDP Country office website at: http://www.la.undp.org/content/lao_pdr/en/home/operations/procurement/

9.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

10. PREPARATION OF PROPOSALS

10.1 Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

10.2 Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in English language. Any printed literature furnished by the Proposer written in a language other than English must be accompanied by a translation. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

Annexes to this Request for Proposals:

Annex I - Statement of Work (Terms of Reference for Audits of NIM Projects for 2016 Expenditure);

Annex II - Proposal Submission Form;

Annex III - Draft Form of Contract.

Annex IV – List of Projects and Expenditures