



# **REQUEST FOR PROPOSAL**

RFP No.: 436-2022-HIST-RFP-LTA

## **Establishment of Long-Term Agreements for provision of Audit services of UNDP Sub recipients for Projects Financed by the Global Fund to Fight AIDS, Tuberculosis and Malaria**

### **SECTION 1: LETTER OF INVITATION**

1. The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for **Establishment of Long-Term Agreements (LTA) for provision of Audit services of UNDP Sub recipients for Projects Financed by the Global Fund to Fight AIDS, Tuberculosis and Malaria** as per the enclosed Terms of Reference in Section 5.

2. This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Proposer Information Form
- Form C: Joint Venture/Consortium/Association Information Form



- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

Section 7: Contract Face Sheet template

Section 8: General Terms and Conditions for contracts (goods and/or services)



3. Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with Section 2, through Quantum Supplier Portal and by the deadline indicated in <http://supplier.quantum.partneragencies.org>. In case you have never registered before, follow the [Supplier Portal Registration Link](#) to register a profile in the system. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

4. The Proposers can submit offers for one or more Lots and the LTAs will be awarded on a Lot-by- Lot basis. A maximum of two LTAs will be awarded for each Lot to successful Proposers for a period of three years with a possibility of extension, on annual basis, for additional two years, subject to satisfactory contract performance and availability of budget. The audit rates remain fixed for the entire duration of five years and, if there is a reduction in the market price during this period, UNDP shall benefit from such reductions. Guidelines on secondary bidding procedures among LTA vendors are provided in Section 5 under Terms of Reference.

5. While UNDP intends to establish LTAs, there is no fixed committed contract amount and UNDP reserves the right to utilize other sources at its discretion to assure value for money. Once the LTA is established with the winning selected vendors, orders for specific requests will be placed through the Purchase Orders and the General Conditions of the Contract will be in force.

6. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal. Please send your query to [hist.procurement@undp.org](mailto:hist.procurement@undp.org).

7. Please note that at any time prior to the deadline for submission of Proposals, UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the Solicitation Documents by amendment, including through provision of supplementary information. Prospective Proposers are, therefore, advised to regularly check the Quantum Supplier Portal <http://supplier.quantum.partneragencies.org> for amendments.

8. Please acknowledge receipt of this RFP by sending an email to [hist.procurement@undp.org](mailto:hist.procurement@undp.org) indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in Quantum Supplier Portal system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Sincerely,

UNDP GF-HIST/PSU

Copenhagen



**Tender Overview**

LTAs for AUDIT services of UNDP Sub recipients for Projects Financed by the Global Fund to Fight AIDS, Tuberculosis and Malaria



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## 1 Overview

### 1.1 General Information

<b>Title</b>	Establishment of Long-Term Agreements for provision of Audit services
<b>Contact Point</b>	Viktor Cherniavskiy
<b>Outcome</b>	
<b>Two Stage</b>	Yes
<b>Evaluation</b>	
<b>E-Mail</b>	viktor.cherniavskiy@undp.org
<b>Reference Number</b>	436-2022-HIST-RFP-LTA
<b>Beneficiary Country</b>	Denmark
<b>Introduction</b>	The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for <b>Establishment of Long-Term Agreements (LTA) for provision of Audit services of UNDP Sub recipients for Projects Financed by the Global Fund to Fight AIDS, Tuberculosis and Malaria</b> as per the enclosed Terms of Reference in Section 5.

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with Sections 2 and 3 of RFP, through Quantum Supplier Portal and by the deadline indicated in <http://supplier.quantum.partneragencies.org>. In case you have never registered before, follow the [Supplier Portal Registration Link](#) to register a profile in the system. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

Sincerely,

UNDP GF-HIST/PSU

Copenhagen

**This is a two stage negotiation and all responses will be evaluated in two stages.**

### 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	14/06/22 12:59 PM
<b>Close Date</b>	12/07/22 16:00 PM
<b>Time Zone</b>	Coordinated Universal Time



### 1.3 Response Rules

*This negotiation is governed by all the rules displayed below.*

	<b>Rule</b>
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

### 1.4 Terms

**Negotiation Currency**    USD ()



## 2 Requirements

*\*Response is required*

The requirement section of this document includes general instructions and information for suppliers as well as requirements and sections that suppliers need to respond. Please review this section carefully and provide responses in the manner and format required by uploading required forms and when required also keying in the information directly in the system.

### 2.1 Section 1. General Provisions

#### \*1. SECTION 2: General Instructions to Proposers

This tender is governed by the provisions in Section 2. General Instructions to Proposers herewith attached. By participating and submitting an offer you confirm to have understood and accepted such provisions.

Attachments:

File Name or URL	Type	Description
Section 2 General Instructions	File	General Instructions

*Target: Confirm acceptance of instructions and provisions of this tender*

#### \*2. SECTION 3 - Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.

Attachments:

File Name or URL	Type	Description
Section 3 - Bid Data Sheet	File	

*Target: Have read and understood provisions in BDS*

#### \*3. SECTION 4 - EVALUATION CRITERIA

Please refer to the evaluation criteria in the attachment.

Attachments:

File Name or URL	Type	Description
SECTION 4 - EVALUATION CRITERIA	File	

*Target: Have read and understood the evaluation criteria*

#### \*4. SECTION 5: TERMS OF REFERENCE

The Terms of Reference for Audit of UNDP Sub-recipients for Projects Financed by the Global Fund to Fight AIDS, Tuberculosis and Malaria are attached.

Attachments:



File Name or URL	Type	Description
SECTION 5 - TERMS OF REFERENCE	File	

*Target: Have read and understood the Terms of Reference*

## 2.2 Section 2. Evaluation Criteria - Preliminary Evaluation

### \*1. General Conditions of Contract

Do you accept the General Terms and Conditions for Contracts

Attachments:

File Name or URL	Type	Description
3. UNDP GTCs for Contracts (Go	File	

*Target: Accept General Conditions of Contract*

### \*2. Proposal Validity

Do you accept that your proposal is valid as required in General Instructions and Bid Data Sheet sections?

### \*3. Form A: Technical Proposal Submission Form

Have you provided Technical Proposal Submission Form as per the form provided, duly signed by a legal representative of your company?

Attachments:

File Name or URL	Type	Description
FORM A - Technical Proposal Submission Form	File	

*Target: Technical Proposal Submission Form is provided*

### \*4. Form B: Proposer Information Form

Have you submitted form B with information on proposer using the template herewith attached?

Attachments:

File Name or URL	Type	Description
FORM B - Proposer Information Form	File	

*Target: Proposer Information Form is submitted*

### \*5. Form C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Have you provided information on Joint Venture/Consortium/Association Information Form using the template and instructions attached?

Choose the applicable answer from options below.

Attachments:

File Name or URL	Type	Description
FORM C - Joint Venture_Consortium_As sociation_Form	File	

### \*6. Form D: Qualification Form

Have you submitted the information requires to establish eligibility and qualifications as per Form D herewith attached?

Attachments:



File Name or URL	Type	Description
FORM D - Qualification Form	File	

*Target: Information provided*

**\*7. Form E: Technical Proposal FORM**

Have you submitted technical proposal using template herewith attached?

**Important: Proposers submitting proposals for more than one Lot are to upload each Technical proposal in separate document/files for each Lot as follows:**

'Attachment description' line should state:

**"436-2022-HIST-RFP-LTA - Technical proposal...[Indicate Lot Number]"**

Attachments:

File Name or URL	Type	Description
FORM E - Technical Proposal Form	File	

**\*8. Section 6: Returnable Bidding Forms / Checklist**

Please complete the returnable bidding forms in accordance with instructions and attach them as part of your bid response in the system. No alteration to the format of the forms shall be permitted and no substitution shall be accepted.

Please provide the checklist filled with reflection of forms submitted.

Attachments:

File Name or URL	Type	Description
Section 6 - CHECKLIST.docx	File	

*Target: Returnable Bidding forms are attached as per requirements and uploaded into the system*

**I-1. Overall Assessment on Preliminary Examination**

This is an internal criteria for evaluation team to assess and determine if the offer meets overall the criteria for this section based on information provided in their offer and any subsequent clarifications sought.

Insert 1 for "Pass" and 0 for "Fail"

**2.3 Section 3. Evaluation Criteria - Minimum Eligibility**

**\*1. Legal Registration**



Bidder is a legally registered entity and all relevant information is provided.  
Upload scanned copies of legal registration documents according to options listed below and any other relevant document.

**\*2. Sanctions List**

Do you confirm that you are not suspended, nor otherwise identified as ineligible by any UN organization, The World Bank Group or any other International Organization in accordance with section 2 Article 4.

*Target: Not suspended or ineligible*

**\*3. No conflicts of interest in accordance with the Clause 4 of Instructions to Bidders**

*Target: No conflicts of interest*

**\*4. Bankruptcy**

Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the foreseeable future.

**I-1. Overall assessment of eligibility**

This is an internal criteria for evaluation team to assess overall whether the offer meets the eligibility criteria.  
Insert 1 for "Pass" and 0 for "Fail"

**2.4 Section 4. Evaluation Criteria - Qualifications**

**\*1. History of non-performing contracts**

Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.

Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully

**\*2. Litigations**

No Consistent history of court/arbitral award decisions against the proposer for the last 3 years.

**\*3. Relevant Experience**

Indicate the number of years of relevant experience of the company.  
Company must have at least 15 years of relevant experience.

*Response attachments are optional.*

**\*4. Recent Experience**

Indicate the number of contracts of similar nature and complexity implemented over the last 5 years. Provide information on such contracts as per the template/form provided.

For JV/Consortium/Association, all parties cumulatively should meet requirement.

Bidder must provide at least 5 recent contracts.

*Response attachments are required.*

**\*5. Financial Standing - Liquidity**

The ration average current assets/Current liabilities over the last years must be equal of greater than 1.

Proposers must include audited balance sheets overing the last 3 years.

Indicate the average ratio



*Response attachments are required.*

**\*6. Financial Standing - Turnover**

Proposer should have annual sales turnover of minimum 500,000 for the last 3 years.  
Provide average turnover amount for the last 3 years in USD.

*Response attachments are optional.*

**I-1. Overall Qualifications Criteria**

This is an internal criteria for evaluation team to assess and determine whether bidder meets overall the qualifications criteria.

Insert 1 for "Pass" and 0 for "Fail"

**2.5 Section 5. Technical evaluation Criteria**

**1. Technical evaluation criteria of the proposal**

The technical proposal will be evaluated based on the criteria set here below following the maximum obtainable points set. Evaluation team will score each criteria based on the information provided in the proposal. To pass the technical evaluation, the proposal must score at least 70% of the maximum total obtainable points.

\*2.

**Regional Coverage**

- Coverage of all countries in the region for each of the Lot(s) that the Offeror is proposing on

*Response attachments are optional.*

\*3.

**Audit firm history**

- 15 years and more

*Response attachments are optional.*

\*4.

**Audit firm's annual turnover**

- 0.5 million \$ and more

*Response attachments are optional.*

\*5.

**International experience**

- Working with multinational organization

- Experience with Global Fund projects

*Response attachments are optional.*

\*6.

**Audit experience**

- Experience in financial statements audits and audit of internal controls

- Experience in providing similar services to international development institutions or multinational companies



*Response attachments are optional.*

\*7.

**Number of Qualified staff in the region and what coverage**

- Qualified and experienced staff including certified auditors
- Quality assurance mechanisms put in place

*Response attachments are optional.*

\*8. Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)

*Response attachments are optional.*

\*9. One principal auditor to sign all audit reports

*Response attachments are optional.*

\*10. The company and auditor(s) have demonstrated they will apply International Standards on Auditing (ISA) when performing the audit in full compliance

*Response attachments are optional.*

\*11. The scope of task is well defined in sufficient detail and corresponds to the TOR along with stated constraints and objectives.

*Response attachments are optional.*

\*12. The quality assurance review mechanisms described in the proposal adequately address all components relating to the audit assignment

*Response attachments are optional.*

\*13. The access to the audit working papers and related documentation kept in custody of the Audit Firm should be in English, Spanish, French, Arabic, Russian, or Portuguese as relevant in the region

*Response attachments are optional.*

\*14. The presentation is clear and the sequence of activities and planning logical, realistic and promise efficient execution to the project

*Response attachments are optional.*

\*15. The final audit report is issued on or before 25 March

*Response attachments are optional.*

\*16.

**Relevant experience of Principal Auditor**

- at least 15 years of audit experience and Audit certificate of Principal Auditor

- 100 points; deduct 10 points for each missing year until 10 years. 0 points for below 10 years.

*Response attachments are optional.*

\*17.

**Relevant Experience**

- At least 7 years of audit experience – 70 points. *Below of 7 years is not acceptable.*

*Response attachments are optional.*



**\*18. Auditor Certificate**

20 points – if available, 0 points – if not available

*Response attachments are optional.*

**\*19. Language qualifications**

*Response attachments are optional.*

**\*20. Knowledge of the region**

*Response attachments are optional.*

**\*21.**

**Educational background**

All project members hold at least graduate degree or an undergraduate degree with a relevant professional certification (CIA, CPA, ACCA, etc...) - 40 points;

**\*Note:** For evaluation purposes the average score of CVs will be used if multiple CVs are submitted for the same project role.

*Response attachments are optional.*

**\*22.**

**Relevant experience**

Audit Senior has at least 5 years of experience and Audit Junior has at least 3 years of experience - 30 points; deduct 10 points for each under qualified member

**\*Note:** For evaluation purposes the average score of CVs will be used if multiple CVs are submitted for the same project role.

*Response attachments are optional.*

**\*23.**

**Language proficiency**

all project members are fluent in the language required for each lot.

i.e. English, Spanish, French, Arabic, Russian, Portuguese

**\*Note:** For evaluation purposes the average score of CVs will be used if multiple CVs are submitted for the same project role.

*Response attachments are optional.*

**\*24. Knowledge of the region**



**\*Note:** For evaluation purposes the average score of CVs will be used if multiple CVs are submitted for the same project role.

*Response attachments are optional.*

## 2.6 Section 6. Financial Evaluation

### \*1. Form F: Financial Proposal Submission Form

Have you provided Financial Proposal Submission Form as per the template herewith attached?

**Important: Proposers submitting proposals for more than one Lot are to upload each Financial proposal in separate document/files for each Lot as follows:**

'Attachment description' line should state:

**"436-2022-HIST-RFP-LTA - Financial proposal submission form...[Indicate Lot Number]"**

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

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.

**b) It is strongly suggested that Proposers make a note of the passwords and keep them in a safe place. If we are unable to open the file because of forgotten password(s) the proposal will be disqualified.**

Attachments:

File Name or URL	Type	Description
FORM F - Financial Proposal Submission Form Lot 4	File	
FORM F - Financial Proposal Submission Form Lot 3	File	
FORM F - Financial Proposal Submission Form Lot 2	File	
FORM F - Financial Proposal Submission Form Lot 1	File	



**\*2. Form G: FINANCIAL PROPOSAL FORM**

Have you provided Financial Proposal Form as per the template herewith attached?

**Important: Proposers submitting proposals for more than one Lot are to upload each Financial proposal in separate document/files for each Lot as follows:**

'Attachment description' line should state:

**"436-2022-HIST-RFP-LTA - Financial proposal form...[Indicate Lot Number]"**

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

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.

b) **It is strongly suggested that Proposers make a note of the passwords and keep them in a safe place. If we are unable to open the file because of forgotten password(s) the proposal will be disqualified.**

Attachments:

File Name or URL	Type	Description
FORM G - Financial Proposal Form Lot 4	File	
FORM G - Financial Proposal Form Lot 3	File	
FORM G - Financial Proposal Form Lot 2	File	
FORM G - Financial Proposal Form Lot 1	File	

**I-1. Commercial offer and cost breakdown**

This is an internal criteria for the evaluation team to analyse and assess the details for the financial offer including cost breakdown and other cost elements.

**2.7 Section I-1.**

**I-1. Total score from technical evaluation for Lot #1**

This is an internal criteria. Evaluator has to provide the total points scored by each supplier based on the scores provided by each individual evaluation criteria **for Lot #1**.

**I-2. Total score from technical evaluation for Lot #2**

This is an internal criteria. Evaluator has to provide the total points scored by each supplier based on the





scores provided by each individual evaluation criteria **for Lot #2**.

**I-3. Total score from technical evaluation for Lot #3**

This is an internal criteria. Evaluator has to provide the total points scored by each supplier based on the scores provided by each individual evaluation criteria **for Lot #3**.

**I-4. Total score from technical evaluation for Lot #4**

This is an internal criteria. Evaluator has to provide the total points scored by each supplier based on the scores provided by each individual evaluation criteria **for Lot #4**.

**2.8 Section I-2.**

I-1. Total Amount from the Supplier's Response.



### 3 Lines

Instructions There are no lines for this RFP since the financial proposals should be submitted using the Forms F and G as per requirements specified in Bid Data Sheet.

#### 3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-There is no need to provide price here, please just enter the value 1 for quantity and price	84111601						