

Subject: Pre-Bid Minutes of Meeting

UNDP Ref #: UNDP-RFP-2020-097- Provision of Assurance and Advisory Services

Venue: Online through “ZOOM” Software

Date & Time: 07 May 2020- 0900-1100 Hrs

UNDP Representatives:

- Syed Sabeeh Zaidi- Head Management Support Unit-UNDP
- Ali Saeed-Procurement Officer-PU-UNDP
- Haroon Gul- Procurement Assistant-PU-UNDP

Bidders:

- EY Ford Rhodes
- Deloitte Yousuf Adil
- A.F. Ferguson & Co. Chartered Accountants
- KPMG TH & Co

The pre-bid meeting was organized by UNDP for the RFP # UNDP-RFP-2020-097. During Pre-Proposal meeting following major Questions were raised by bidders. Point wise reply of these Questions are given below for information of vendors.

Q1: ISO certification usually provides those firms which provide the services, but audit firms not involved in these services. How technical marks will be evaluated?

A: This criterion in the RFP document is a requirement of UNDP. Those proposers meet and fulfill the criteria will receive the marks accordingly and those proposers did not meet the criteria will receive no marks.

Q2: The Bid Security require UNDP FTN or NTN number ?

A: UNDP FTN number is 9075500-6.

Q3: For Submission of bid security which month exchange rate will be followed?

A: National firms will submit the bid security in local currency. Exact amount of bid security is mentioned in RFP document.

Q4: Is there any format for power of attorney and submission on letterhead is acceptable?

A: No Specific Format is available but serve the purpose of the criteria mentioned in RFP document and submission of power of attorney on firm letterhead is acceptable.

Q5: (In technical evaluation criteria # 1.4) UNDP require rating of audit firm, please clarify ICAP, state bank of Pakistan or audit oversight board rating will be required or all of them?

A: State bank of Pakistan rating will be required for local Pakistani bidders. For international bidders, main regulator's rating will be required.

Q6: Can the firm submit the contracts copies instead of statement of satisfactory performance certificate?

A: Statement of performance certificate from last three clients for relevant services (to this RFP) will be required and evaluated accordingly. If the firm have ongoing contract with client, then letter from client will be required mentioning the performance of scope of work achieved/completed so far.

Q7: (In technical evaluation criteria # 1.6 and 1.7) Please clarify that aggregate number of partners and number of FCA and ACA in the firm are required or list will suffice the criteria ?

A: Provide the total number of partners the firm have (detail List)

Provide total number of FCA and ACA the firm have, which may include partners as well (detail list).

Q8: (In technical evaluation criteria # 1.8) whether the firm will submit a model prepare report or provide previous report submitted to client?

A: Previous similar report related to activities mentioned in criteria 1.8. The firm might not have similar format report for micro-assessments and spot check but similarity between ToR's and scope of work under which the reports are compiled should exist and demonstrated for micro-assessments and spot check reports.

For Scheduled audits, UNDP sample report given in the audit ToR should be similar i.e. based on International Standards on Auditing (ISAs 700). Please refer to the audit report ToR for further clarity.

The quality of the previously compiled report similar to the activities mentioned in 1.8 will be evaluated accordingly.

The previously report should not be edited or changed but the firm can provide best available report with proposal. The report will be assessed on the format, ToR's, Scope of work covered in the submitted report.

Q9: (In technical evaluation criteria # 1.8) please clarify whether firm need to submit the template of the report because in some reports have confidential information and client don't want to share with other organization?

A: The audit reports are mainly public document, for other submission of reports the proposers can share the ToR's as part of solicitation process. If the reports have some confidential information, then firm can get a statement from client about the confidentiality of information but to state that all the scope of work of the ToR's are achieved. These statements should not be part of performance certificate.

Q10: Bid security can be submitted by hand?

A: Hard copy of bid security can only be submitted through courier services before the deadline and date mentioned in RFP document.

Please submit scan copy of bid security along with your proposal on e-tendering system.

Q11: (In technical evaluation criteria # 2.2) No Objection Certificate, Usually NGO's can obtain NOC on behalf of firm to work in restricted areas, please confirm whether it is applicable to firms also and firm should provide the NOC ?

A: Yes, it is applicable to firms to provide evidence that the firm itself has applied and got the NOC. In UN, If the firm require to work in restricted areas of Pakistan, then it is the responsibility of firm to obtain NOC accordingly. UNDP will not be responsible to obtain NOC from Govt to firms to work in restricted areas and that is why it is important for the bidders to demonstrate they have applied for an NOC and got the same.

The proposer should provide the copies of NOC obtain previously completed assignment.

Q12: Sales Tax is applicable on services, so the proposer can include sales tax in financial proposal ?

A: Yes, Sales tax amount can be added in your financial proposal. This should be considered temporary and may change in near future given completion of negotiation between UN and the current Government.

Q13: (In Section 5A table of RFP document) Number of HACT financial audit is one but partners are multiple, please clarify that there will be multiple audits or one consolidated audit for all partners.

A: The number of schedule HACT audit is one in year and there are multiple project which are audited every year, only for the expenses incurred by certain number of partners. UNDP have project-based audit. Number of projects are not mentioned in the table. Please find below updated table.

| | | | | | | |
|----------------------------|---|------------------|--|------------------|--|------------------|
| Value | LTAs are considered non-exclusive and estimated amounts are based on forecast of needs and the ceiling amount that will appear in the LTA will not constitute a commitment to place call-offs up to the ceiling amount. | | | | | |
| Duration of the LTA | The total expected duration of an LTA is three (3) years. LTA will be signed for an initial duration of one (1) year, with possibility of an extension for additional year(s) based on documented satisfactory performance of LTA holder(s). | | | | | |
| Previous Volume | Activity | Year 2017 | | Year 2018 | | Year 2019 |
| | | Number of | Geographical Area (Balochistan/Quetta, Islamabad, Rawalpindi, Lahore, Karachi, Peshawar, GB, AJK) | Number of | Geographical Area (Balochistan/Quetta, Islamabad, Rawalpindi, Lahore, Karachi, Peshawar, GB, AJK) | Number of |
| | Micro-assessments | 7 | Karachi (1), Peshawar (2), Islamabad (3), Lahore (1) | 15 | GB (1), Islamabad (4), Karachi (2), Lahore (3), Peshawar (4), Quetta (1) | 8 |
| | spot checks | 0 | | 11 | Islamabad (2), Karachi (1), Quetta (1), Peshawar (6), Malakand (1) | 15 |
| | | | | | | |

| | | | | | | | |
|--|---|-------------------|---|-------------------|---|----------------|---|
| | HACT Financial Audits (Scheduled Audits) | 9 Project s | 3 partners - Karachi, 1 partner - Hyderabad, 1 partner - Quetta, 8 partners - Islamabad, 1 in Rawalpindi, 20 partners- Peshawar, | 8 Project s | 2 partners - Karachi, 1 partners - Hyderabad, 2 partners - Lahore, 3 partners - Quetta, 6 partners - Islamabad, 1 in Rawalpindi, 3 partners-Peshawar, | 11 Projects | 2 partners - Karachi, 1 parrtner - Hyderabad, 2 partners -Quetta, 1 in Gwadar, 9 partners - Islamabad, 1 in Rawalpindi, 1 in Abottabad, 4 partners-Peshawar, |
| | Verifications/validatio ns | | | 3 | 1 each in FATA, Baluchistan and Sindh | | |

Q14: Why we need an Engineer?

A: UNDP have different infrastructure projects where an engineer will be required for third party validation services.

Q15: (Audit Services Required of RFP document) The CDR will capture all the expenses related to implementing partners, UN agency and UNDP but the selected firm will cover only expenses of implementing partners not the UNDP, please clarify ?

A: Self-explanatory – kindly refer to Appendix D which clearly articulates terms of reference of HACT audit including guidance to the auditors on expressing an opinion on Statement of Expense using signed CDR which will be provided by UNDP at the commencement of audit exercise.

Note: Consolidated financial proposal table in the proposal submission form is updated and uploaded.