*03 April 2019*

**Invitation to Tender –** Procurement for an Auditor to conduct an external audit of the Partnerships for Forests programme

Part 1 Tender Details and Invitation

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| Tender Details |
| Tender for: | an Auditor to conduct an external audit of the Partnerships for Forests programme |
| Project: | Partnerships for Forests (‘P4F’) |
| The Company: | Palladium International Ltd (‘Palladium’) |
| Closing Date and Time: | **17:00 BST (GMT + 1) on Tuesday 23rd April 2019** |
| Contact Person: |  Victoria Toole – Victoria.toole@thepalladiumgroup.com  |
| Timetable: |  | ITT made available: | 03/04/2019 |  |
| Deadline for receipt of Clarifications: | 16/04/2019 |
| Deadline for receipt of Tenders: | 17:00 on23/04/2019 |
| Evaluation of Tenders: | 24/04/2019 to29/04/2019 |
| Notification of Award: | 30/04/2019 |
| Confirm Contract Award and Contract Start Date: | 13/05/2018 |
| Tender Contents: | Part 1 – Tender Details and InvitationPart 2 – Terms of ReferencePart 3 – Conditions of TenderPart 4 – Technical Assessment and Selection Criteria Part 5 – Financial Assessment and Selection Criteria Part 6 – Due Diligence Assessment FormPart 7 – Standard Contract TemplatePart 8 – Declaration by Tenderers |
| Tender Validity Period: | 30 days from Closing Date |

Palladium invites you to tender for this activity. Please forward your Tender in accordance with the Details for

Submission above by the Closing Date and Time.

We look forward to your response, and if you have any queries, please don’t hesitate to contact the procurement manager by e-mail – Victoria.toole@thepalladiumgroup.com

Part 2 Terms of Reference

1. Introduction

Partnerships for Forests (P4F), Contract No. 7044 Investment in Forests and Sustainable Land Use, is funded by the Department for International Development (“DFID”) and managed by Palladium International Ltd (“the Company”). The objective of the audit is to conduct an independent annual programme financial audit of P4F from 1 April 2018 to 31 March 2019 and determine the activity is in accordance with the contractual requirements for the Partnerships for Forests program.

The audit is not designed to ascertain program effectiveness in either the Company or DFID. The audit operations are restricted to reviewing the systems and application of procedures of the Company and the implementing consortium partners.

The programme has the broad aim of catalysing increased private investment in sustainable forestry and “reduced-deforestation” agriculture. It works to support a transformation to sustainability in markets for commodities associated with deforestation, including timber, palm oil, soya, beef and paper. It supports a set of innovative public-private partnerships which demonstrate how the private sector can contribute to a reduction in the rates of deforestation, as well as a range of related enabling activities to address barriers to investment.

The contract has an upper limit value of GBP 75,739,908 of which GBP 40,723,918 is for fees and expenses and GBP 35,015,990 being the fund available for project financing. The contract has a start date of 16 November 2016 and is due to finish by 16 November 2020. The project is substantially delivered through two key contractors; McKinsey & Co and SYSTEMIQ. In addition to the PMO in Bristol, there are also project delivery offices in Accra, Addis Ababa, Jakarta and Sao Paulo.

1. Scope

This exercise is required to give full and satisfactory audit discharge to the project expenditure from 1 April 2018 to 31 March 2019. The audit will be carried out in accordance with international standards of auditing. It will include such tests and controls as the auditor considers necessary including visits to the regional P4F offices. Representative sampling may be used as the auditor considers necessary. Specific focus will be to establish:

* That funds have been recorded and funds have been expended in accordance with the terms and conditions of the contract;
* That goods and services have been procured in accordance with the guidelines included in the contract;
* That necessary supporting documents, records and accounts have been kept in respect of programme expenditure;
* The physical existence of DFID-funded project assets as per the P4F office asset registers, verifying that the conditions and locations is accurate to the information listed on the relevant asset register;
* Whether the Company has in place sufficient safeguards to protect against harm and unethical conduct;
* Whether the systems, procedures and controls, contractual or otherwise, adopted by P4F are efficient, effective and transparent;
* Whether these systems, procedures and controls enable P4F to discharge its contractual obligations to DFID, including its financial and project management obligations
* Whether improvements to P4F systems, procedures and controls can be made as a result of the findings of this audit.
1. Methodology

The approach should include, but not be limited to, the actions outlined below:

* Hold separate pre-engagement meetings with the Company and consortium partner representatives to present an outline of the planned approach for conducting the exercise.
* Request and hold formal interviews with the Company, financial management team and the consortium members with a view to forming an understanding on the effectiveness of the internal control system in the management of the project.
* Examination of the financial transactions of the Project under the management of the Company for the above period in line with expectations set out in the project documents listed below (to be made available after the contract has been let). Note that the financial records would consist of all documents relevant to the raising of an invoice including calculation of milestone payments, such as:
* The head contract,
* Amendments to the Company’s head contract,
* Approved work plans for the period under review,
* Any other formal correspondence between DFID andthe Company which may have effect on the focus, direction and expenditure activities of the programme.
* Review and vet invoices for milestones payments, fees and reimbursable expenses by the Company and ascertain that:
* The basis for which invoices have been calculated are in line with obligations within the Company’s contract.
* Deliverables from short and long term consultancies were properly delivered and received before relevant costs were charged to DFID.
* Milestone payments charged to DFID are for milestones actually achieved by the project.
* Review and vet bills paid for services rendered by Consortium members and ascertain that:
* Services billed in the period under review are covered in the relevant sub-contracts.
* Contractually agreed deliverables have been achieved and approved by appropriate authority within the Company.
* Review the procurement process and procedures for any short term contracts for the period under review and ascertain that:
* Transparent and open systems are in place to ensure negotiations for contracts (services, works and printing) are competitive and represent good value for money.
* Appropriate procedures are in place to document and manage conflicts of interest that may arise from related party transactions.
* Review the P4F asset registers (one each for Bristol PMO and project delivery offices in Jakarta, Addis Ababa, Accra and Sao Paolo) to ensure they are up to date and confirm that:
* The physical existence and conditions of assets in the PMO and regional offices (physical verification is preferred, taking value for money considerations into account)
* They have been fully recorded with clear identification marks as per the information on the relevant asset register
* Express an opinion on the cost effectiveness, accuracy and completeness (i.e. value for money) of the financial transactions for the period under review.
* Review the grant system set in place by the Company, including monitoring and disbursement of grant funds and the related record-keeping / disbursement documentation of regional grants.
* Review the management of the client (“imprest”) account for grant disbursements and provide an opinion on the effectiveness of the management of funds.
* Prepare a project expenditure report showing receipts and expenditure summaries from 1 April 2018 to 31 March 2019and express an opinion on the financial transactions for the period covered.
* Review the internal safeguarding policies and procedures of the Company (whistle-blower policy, due diligence procedures and recruitment practices) to ascertain the extent to which it promotes transparency and protects against unethical conduct.
* Review the Terms of Reference for the contract (and subsequent amendments) to ascertain the extent to which the Company has complied with specified reporting requirements.
* Bring to the attention of the Company any suspected fraud or irregularity that arises during the course of the audit and communicate matters that have come to attention during the audit which might have a significant impact on the implementation of the project.
1. Deliverables
* Audited financial report (hard and soft copies) for the period noted.
* A management letter, which should highlight observed weaknesses in the system of internal controls, the impact on the delivery of Project objectives and the recommendations for managing the identified issues over the life of the programme.
* A statement of compliance with DFID terms and conditions as contained in the Company’s contract.
* A verification report on program funded assets
1. Specification of Service Provider

The Auditor is required to meet the following minimum specifications:

* The Auditor will have a physical presence (i.e. A functioning commercial office) in one or more of the countries in which P4F operates outside of the United Kingdom
* The Auditor will have sufficient staff capacity to be able to conduct an audit assignment in June 2019 (see s.5 Timing below).

In addition, the Auditor is required to meet one of the following minimum specifications:

* The Auditor is a member of a national accounting or auditing body or institution which in turn is a member of the International Federation of Accountants (IFAC)
* The Auditor is a member of a national accounting or auditing body or institution. Although this organisation is not a member of the IFAC, the Auditor commits him / herself to undertake this engagement in accordance with the IFAC standards and ethics.

5. Timing

The fieldwork is expected to run for 15 business days commencing from 3 June 2019. The audit firm is expected to submit first draft of report by 5 July and the final report not later than 19 July**.**

The timetable is as follows:

1. Financial Limit

The financial limit for this assignment is **GBP 20,000** (including all VAT or other relevant taxes)

1. Responsibilities of the Company

Be available to a reasonable extent to the Auditor during the preparatory phase of the engagement. Make all available templates, policies and procedures available to the Audit.

Confirm that the Auditor is aware and compliant with all terms and conditions of the contract and briefing documents.

**8. Contractor responsibilities**

To be prepared to complete the Due Diligence Assessment Form – and be assessed to the satisfaction of the Company - and to sign the Standard Contract Terms (for reference included at Part 6 and Part 7 respectively).

To have in place insurance policies covering Professional Indemnity and Public Liability (if contracting as an appropriately registered entity rather than in an individual capacity).

To be registered in a Jurisdiction that is acceptable to the Company.

To hold any regulatory permits or approvals required to provide the services, either as an individual or through a registered entity.

Part 3 Conditions of Tender

1. Tender content

1.1. The Tender must contain the following:

1.1.1. a cover letter from the Tenderer for the activity (specify the Activity Number set out in Part 1), including the declaration contained in Part 8;

1.1.2.a technical submission (see Part 4)

1.1.3. a financial submission (see Part 5)

1.2. Every Tender shall state in the cover letter:

1.2.1.the Tenderer’s nominated contact person;

1.2.2. in the case of an individual, full or given names, surname, date of birth and permanent address;

1.2.3.in the case of a company, NGO or other registered entity, the full name of the entity, the address of the registered office of the entity, the names of all proprietors or directors, the relevant registration number and a copy of the certificate of registration; and

1.2.4.in the case of a trust, the full names and addresses of each trustee of the trust;

1.2.5.a list of all the Nominated Personnel expected to be accountable for the performance of the

Terms of Reference (TOR), including their names, surnames and title of their position.

1.3. Tenders are to be in English.

1.4. ‘The Tenderer’ (where capitalised) means the person or organisation to whom this invitation has been sent. Depending on the context, an uncapitalised version of ‘tenderer’ may also refer to the Tenderer.

2. Tender Assessment Process

2.1. Tenders must comply with the requirements of the TOR. Failure to submit a Tender including the information required by the TOR generally will factor into The Company’s assessment of the level of compliance of the Tender and may result in rejection of the Tender.

2.2. The Company will evaluate Tenders on the following basis:

2.2.1.a technical assessment (see Part 4);

2.2.2. a financial assessment (see Part 5);

2.2.3. other factors, which may impact on the Tenderer’s performance.

2.3. The Company will assess Tenders based on the Technical Assessment Selection Criteria specified in Part 4 and will provide a list of ranked technically suitable tenders.

2.4. The Company will undertake a financial assessment in accordance with Part 5.

2.5. This procurement will follow a structured and transparent process to ensure that a fair and level playing field is maintained at all times, and that all Tenderers are treated equally. The indicative key dates for this procurement as they are currently anticipated to be are set out in the Timetable in the Tender Particulars.

2.6. The Company reserves the right:

2.6.1.to accept or reject any tender, and to annul the tendering process thereby rejecting all tenders, at any time prior to the award of contract at its sole discretion;

2.6.2. to cancel or vary the Invitation to Tender process at any time whether before or after the closing date;

2.6.3. to reject any tender that does not adhere to the structure and content requirements as outlined in these Terms and Conditions;

2.6.4. to recall tenders from any source including those tenderers who have already submitted tenders, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for this action;

2.6.5. to accept Tenders for the whole or any part of the requirement;

2.6.6.make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason;

2.6.7.to require that tenderers submit to the Company’s Due Diligence process prior to or after the submission of Tenders; and

2.6.8. to negotiate with the most favourable tenderer should it be deemed that the offered prices are unreasonable or greater than the targets set in the planning process, as per Part 6.

2.7. The Company shall not be bound by any advice given or information furnished by it.

2.8. The conduct of this Invitation to Tender is not intended to give rise to any legal or equitable relationship.

2.9. A Tender will not be considered if the Tenderer or a representative of the Tenderer gives or offers anything to an employee or agent or subcontractor of the Company as an inducement or reward, which could in any way tend to influence the actions of that employee or agent.

2.10. Your Tender will be valid for the Tender Validity Period.

3. Technical Assessment

3.1. The Technical Assessment will be undertaken by an internal Procurement Committee.

3.2. The Technical Assessment of the Tender will account for 80% of the overall score using the following formula:

Technical Score = Tender’s W eighted Technical Score (out of 100) x 80% Highest W eighted Technical Score (out of 100)

3.3. The Procurement Committee, in assessing the technical part of the Tender, will consider the

Selection Criteria specified in Part 4.

3.4. Tenderers should note that technical submissions that do not meet the any of the Minimum Score Requirements set out in the Form of Technical Submission in Part 4 may be assessed by the Procurement Committee as not technically acceptable.

3.5. The Technical Submission must:

3.5.1.be in a type font of no less than 12 points;

3.5.2. be in a single column format;

3.5.3. be six pages or less in length;

3.5.4. have attached up-to-date CVs of the preferred consultant/s (which do not count toward the page limit noted in 4.1.3) relevant to the activity (no longer than 4 pages each);

4. Financial Assessment

4.1. Following consideration of the technical merit of Tenders, a like-for-like price assessment will be undertaken by the Company of the Tenders assessed as technically suitable. The like-for-like price assessment will represent 20% of the overall score.

4.2. The following formula for the scoring and ranking of Tenders on the basis of price will be used: Price Score = Tender Price of Lowest Priced Technically Acceptable Tender x 20%

Tenderer’s Tender Price

4.3. Tenderers should note that financial submissions for those Tenders assessed by the Procurement

Committee as not technically acceptable will not be subject to financial assessment.

4.4. The financial component of the Tender must be submitted as set out in Part 5 and must be an unconditional offer and fixed for the duration of the Project.

4.5. The Tenderer may include per diem rates as an estimate, however the Company shall only reimburse actual expenditure upon presentation of receipts.

5. Acceptance of Tenders

5.1. The Company is not bound or required to accept the lowest priced Tender or any Tender.

5.2. A Tender will not be deemed to be accepted unless and until a Contract in the form listed in Part 7 is signed by The Company (with the agreed commercial terms included).

5.3. An Agreement to Provide Services will be used if the preferred Tenderer is a registered entity, and a Consultant Agreement will be used if the preferred Tenderer has no such registration and is contracting as an individual.

5.4. The Company reserves the right to enter into negotiation with any other tenderer if by the ‘Confirm Contract Award and Contract Start Date’ stated in the Timetable either contract negotiations have not been concluded with the preferred tenderer or if the preferred tenderer has not completed the Due Diligence Assessment Form in a manner acceptable to the Company.

6. Alternative Tenders

6.1. The Company reserves the right to accept and consider alternative Tenders providing they:

6.1.1. are submitted with a compliant Tender;

6.1.2. clearly identify the differences and improvements offered in the Alternative Tender.

7. Non-Compliant Tenders

7.1. Tenders will be regarded as non-compliant if they do not comply with any part of the requirements of this Invitation to Tender.

7.2. The Company may however, in its absolute discretion evaluate any non-compliant Tender.

8. Lodgement of Tenders

8.1. It is the responsibility of the Tenderer to ensure that the Tender is received by the Company by the closing date and time prescribed in this Invitation to Tender. A Tender lodged after the closing date is a late Tender.

8.2. A late Tender will normally not be considered unless it can be demonstrated by the Tenderer that the Tender would have arrived at the tender point by the required date and time as prescribed in this Invitation to Tender. The Company may allow a late Tender to be assessed at its absolute discretion.

8.3. The Company will not consider or entertain any queries about a decision to assess or reject a late

Tender.

8.4. Tenders are to be in English and all pricing and costs are to be in Pound Sterling (GBP).

9. Tenderer Costs

9.1. Tenderers are responsible at their own cost for:

9.1.1.making all arrangements and obtaining and considering all information relating to the TOR;

9.1.2.the preparation, delivery and lodgement of their tender;

9.1.3.dealing with any issues, including disputes, that may arise out of the tendering process.

10. Basis of Payment

10.1. Payments will be made in Pound Sterling (GBP), within 30 days of receipt of an acceptable invoice and subject to performance as identified by milestones or deliverables specified in the Contract.

10.2. All Tenderers should be aware that agreed pricing shall be Withholding Tax (W HT) and

Value Added Tax (VAT) inclusive, as per the Company’s standard contract templates.

10.3. Reimbursement shall be on the basis of actual expenditure evidenced by receipts.

11. Confidentiality

11.1. The Tenderer acknowledges that in the course of this Tender, it may become acquainted with or have access to the Company’s Confidential Information (including the existence and terms of this Tender and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person.

11.2. The Tenderer will not disclose or use any Confidential Information except to the extent that such disclosure or use:

11.2.1. is strictly necessary for submitting the Tender;

11.2.2. is required by relevant laws;

11.2.3. is authorised by prior written approval from the Company; or

11.2.4. occurs after the Confidential Information already is or comes into the Tenderer’s possession (or in the public domain) otherwise than pursuant to this Tender, pursuant to a separate confidentiality undertaking by the Tenderer or a third parties’ (or that parties’) unauthorised disclosure.

11.2.5. If the Tenderer is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company.

11.2.6. The parties agree that this obligation applies during the Tender and after the completion of the process.

12. Request for Information

12.1. Any prospective Tenderer may until Deadline for receipt of Clarifications set out in Part 1 request information on any point of clarification in this Tender. The information requested shall be given by The Company as soon as practicable, and where in the opinion of The Company the information could have an effect on other tenderers, that information may at the Company’s sole discretion be given in writing to all known prospective tenderers.

13. Business Partner Code of Conduct

13.1. Tenderers shall comply with the Company’s [Business Partner Code of Conduct in](http://thepalladiumgroup.com/policies) the submission of any tenders.

14. Unsuccessful Tenders

14.1. Unsuccessful Tenders will be notified in writing and shall be entitled to a feedback session regarding their tender.

15. Tenderer Acceptance of Conditions

15.1. A Tender lodged in response to this Invitation to Tender does so with agreement to these Conditions of Tender unless any departures from these Conditions are detailed in the tender submission. The Company reserves the right to reject any departure from these Conditions of Tender, and thereby determine that the tender submission is non-conforming for that reason.

16. Publicity

16.1. No publicity regarding the procurement or the award of any Contract will be permitted unless and until the Company has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the Invitation to Tender, its contents or any proposals relating to it without the prior written consent of the Company.

17. Jurisdiction

17.1. This Agreement shall be subject to the laws of the Jurisdiction.

17.2. The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

17.3. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

17.4. The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

17.5. Should the claim involve a State, a State-controlled entity, or an intergovernmental organization, the case shall be administered by the International Bureau of the Permanent Court of Arbitration.

18. Client Specific Provisions

18.1. Contractors and Consultants will be required to comply with the terms of the Head Contract for the Project, including the DFID Standard Terms and Conditions and any additional terms advised by the Company.

Part 4 Technical Assessment and Selection Criteria

1. Technical Submission.

1.1 The Technical Assessment places emphasis on the degree of confidence the Procurement Committee has in the Tender content and the Tenderer’s ability to deliver the services effectively. A high degree of confidence is gained where:

1.1.1 A deep understanding of key issues is clearly demonstrated. Merely providing general statements of information and a can-do attitude will not generate high scores.

1.1.2 A convincing methodology is provided to achieve results, whilst ensuring optimal value for money over the lifetime of the contract. The methodology should include clear links between performance outputs and pricing mechanisms (such as milestones for payment linked to clear deliverables).

1.1.3 The methodology includes monitoring & performance management tools where appropriate, such as: critical path analysis, risk strategies/mitigation plans, communications plans etc.

1.1.4 A detailed Work Plan is provided that breaks down activities and outputs, which are clearly cross referenced (where appropriate) to the level of effort of Nominated Personnel, payment mechanisms and governance/quality assurance mechanisms to ensure effective delivery on time and within budget.

1.1.5 Strong examples demonstrate the proposed methodology has been applied successfully in environments relevant to this ITT.

1.1.6 A well balanced team of Nominated Personnel is proposed that provides the right mix and level of skills, with assured availability at the right time and with the right number of days.

1.1.7 Greater effort has been made to provide certainty in the Tender detail so that it can be relied on from a contractual perspective (for example, poor management processes, lack of performance measures and vague terminology represent a potential performance risk).

1.2 The following selection criteria and weighting will be used in the assessment process to assess the technical capacity of the Tenders.

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| Scoring Methodology for the technical submission |
| 5 | Excellent, addresses the requirements of the TOR and all ITT issues, and where relevant demonstrates fine tuning, to make a match with Client expectations, and is of a quality and level of detail and understanding that provides confidence in certainty of delivery and permits full contractual reliance (where applicable). |
| 4 | High degree of confidence that they can meet the requirements of the TOR (and where relevant strong evidence they have tailored their response to meet these). Demonstrates they have a thorough understanding of what is being asked for and that they can do what they say they will; translates well into contractual terms (where applicable). |
| 3 | An understanding of all issues relating to deliver y of the TOR and tailoring the response to demonstrate that proposals are feasible so that there is a good level of confidence that they will deliver; can be transposed into contractual terms (where applicable). |
| 2 | Understands most of the issues relating to delivery of the TOR and addresses them appropriately with sufficient information, but only some relevant tailoring and so only some confidence that they will be able deliver in line with expectations. |
| 1 | Some misunderstandings of the issues relating to delivery of the TOR and a generally low level of quality information and detail. Poor appetite to tailor when asked and so fails to meet expectations in many ways and provides insufficient confidence. |
| 0 | TOR issues are scantily understood and flimsy on quality information, with minimal tailoring if anywhere relevant. Provides no confidence that the issues will be addressed and managed at all in line with expectations. |

1.3 Technical Submissions **MUST** follow the question structure below, addressing each question separately and distinctly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Form of Technical Submission** | **Page****Limit** | **Weight X Score** | **Max Weighted Score** | **Minimum Score Require ment** |
| 1a | Quality of Nominated PersonnelTenderers should describe, referring to the CVs submitted to evidence any statements, how the Nominated Personnel fulfil each of the relevant criteria set out in the **Specification of the Advisory Support** in the TOR and are sufficiently skilled staff to oversee all aspects of the **Scope of the Assignment**. | 1 page | 3 | [0 to 5] | 15 | 3 out of 5 |
| Response: |
| 1b | Quality of AuditorTenderers should describe how they (the Auditor) and any consortium partners fulfil each of the relevant criteria set out in the **Specification of the Advisory Support** in the TOR. | 1 page | 3 | [0 to 5] | 15 | 3 out of 5 |
| Response: |
| 2 | Methodology and Approach to Delivery of TOR**2.1** Tenderers should describe from their own understanding of the **Objectives of the Assignment** and the **Scope of the Assignment** in the TOR, as well as the context of the project, how they and any consortium partners will facilitate delivery of the tasks set out in the**Scope of the Assignment**. (**6/10**).**2.2** Tenderers should describe their approach to ensuring optimal value for money. This includes, but is not limited to, how Tenderers will limit the amount of reimbursable expenses charged, how cost savings will be achieved whilst working across multiple country offices and how staff will be utilized to maximize value for money. (**2/10**) | 3 pages | 10 | [0 to 5] | 50 | 3 out of 5 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **2.3** A half (0.5) page anticipated Workplan for an audit assignment based on the Tenderers understanding of tasks listed in the **Scope of the Assignment** in the TOR, plotting the delivery of the tasks using the methodology mentioned above. The W orkplan must identify the numberof days to be worked by each individual staffrole, and should directly relate to the information provided in the Financial Submission. (**2/10**) |  |  |  |  |  |
| Response: |
| 3 | Relevant ExperienceTenderers should identify 2 assignments undertaken within the last 3 years similar to and relevant to the TOR and the Partnerships for Forests context. A brief summary of each of the assignments should be provided, as should the name and contact details for referees who can verify the Tenderers performance on the assignment. | 1 page | 4 | [0 to 5] | 20 | 3 out of 5 |
| Response: |

2. The Tenderer must provide a CV (including the names and contact details of two referees must be attached) for each Nominated Personnel expected to contribute to the performance of the TOR (no longer than four pages in length).

3. The Technical Submission format **must** follow the above question structure and clearly address the criteria above as this will impact on the assessment process.

5. The Technical Submission **must** not exceed **six pages** (excluding CVs).

Part 5 Financial Assessment and Selection Criteria

1. The Financial Submission must:

1.1. Using the below format state the daily fee rates (based on an 8 hour working day for one person) for the Nominated Personnel and any other staff roles expected to be deployed on an audit assignment conducted in accordance with the tasks listed in the **Scope of the Assignment** in the TOR.

Using the below format state the number of days each of those staff roles will contribute while deployed on an audit assignment conducted in accordance with the tasks listed in the **Scope of the Assignment** in the TOR.

Fee rates should include all costs that are not reimbursable. Fee rates must be in Pound Sterling

(GBP) and **must be inclusive of all relevant taxes.**

The staff roles and number of days stated here should **correspond directly** to those listed in the

Workplan provided as part of the Technical Submission.

These will be the staff roles, the fee rates and the number of days that are entered into the Subcontract Agreement and which will be used to form the basis of the amount payable for the audit assignment.

|  |
| --- |
| **Audit Assignment** |
| **Staff Role** | **Daily Fee Rate** | **Number of Days** | **Daily Cost** |
| E.g. Staff Role A | e.g. £100 | e.g. 1 | e.g. £200 (2x£100) |
| E.g. Staff Role B | e.g. £50 | e.g. 10 | e.g. £500 (10x£50) |
| **Total Price** | e.g. £700 |

2. The following financial aspects need to be taken into consideration:

2.1. the daily fee rates should be based on the number of days set out in the Workplan in the Technical Submission for an audit assignment based on the tasks listed in the **Scope of the Assignment** in the TOR;

2.2. the daily fee rates are to be inclusive of all relevant taxes but exclusive of any reimbursable costs;

2.3. all activity preparation costs (including those listed as Preparatory **Scope of the Assignment** in the

TOR) are the responsibility of the Auditor;

3. Standard reimbursable expenses (**for reference only**):

|  |
| --- |
| Category and Allowance |
| Flights(Econom y Class Only) | Return airfare can be reimbursed when flying is the mosteffective transportation option. |
| In-country travel | In-country ground transportation (taxis, trains, buses, car rentaletc.) costs can be reimbursed as long as the costs are not part of normal ‘business as usual’ travel. |
| Accommodation, meals and otherliving / travel expenses | Hotel accommodation, meals and other living/travel expensescan be reimbursed as long as staff are travelling away from their normal place of business and/or area of residence. |

4. Insurance cover:

4.2. Preferred Tenderers contracted by the Company as a registered entity shall be required to evidence Professional Indemnity and Professional Liability insurance, and provide their consultants with the appropriate level of cover regarding work-related travel.

Part 6 Due Diligence Assessment Form

The Due Diligence Assessment Form that will need to be completed by the preferred Tenderer prior to contracting is **Attached Separately** for reference.

Part 7 – Palladium Standard Contract Template

Subcontractor Agreement – used when contracting a registered entity.

**Attached Separately** for reference**.**

Part 8 – Declaration by Tenderers

Tenderers shall submit their tender with the following declaration on their organization’s letterhead:

*I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.*

*Where requested by the Company, I/We will promptly provide the certificates or other documents referenced in this ITT.*

*I/We understand that any information given by us will be relied on and used by the Company to assess my/our suitability to participate further in this potential procurement.*

*I understand that the Company may reject my/our Tender if it is non-compliant, or false/misleading in any way. Where this statement is being provided by an individual on behalf of the Company, that individual has the*

*necessary corporate authorisation to provide the declaration on behalf of the Company.*

*I / We have not communicated to any person other than the Company the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not I / we or that other person should tender, or otherwise colluded with any other person in any manner whatsoever, and undertake that at any time thereafter in the tendering process for the above*

*I/We have not engaged in any behaviour which has or could contravene Bribery Act 2010 (UK), the Foreign*

*Corrupt Practices Act (US) or any similar legislation.*

*I/We have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this tender) which could give arise to a perception of bribery or corruption in relation to the Tender or any other dealings between the parties.*