

Clarification	Answer
<b>ITT corrections</b>	
<p>Relating to part 2 point 2.7 refers to the tender validity period on page 1. However, no validity period is indicated on page 1 (Cover letter). Can you please inform us about the tender validity period?</p>	<p>The tender validity period will be 3 months from the deadline date for submission, that is 3 months from 01/10/2020.</p> <p>This is now corrected into the ITT.</p>
<p>Can you confirm that Part 6 is the correct referral for the template for the standard contract?</p>	<p>Correct – please refer to Part 6 &amp; please see the link to the standard contract on the website posting here: <a href="https://partnershipsforforests.com/2020/09/03/invitation-to-tender-procurement-for-an-auditor/">https://partnershipsforforests.com/2020/09/03/invitation-to-tender-procurement-for-an-auditor/</a></p>
<p>Can you confirm that Part 4 is the correct reference for the financial submission?</p>	<p>Correct – this is now amended in the ITT.</p>
<p>In part 2 – conditions of tender, point 1.1.1. the tenderer is asked to specify the activity number on its cover letter. What does this refer to and where can we find the activity number?</p>	<p>There is no activity number for this procurement, hence there is no need to specify this on the cover letter of your submission.</p>
<b>Deadline for submissions</b>	
<p>Due to the current COVID 19 restrictions it can be difficult to collect all requested information (CV's and credentials) for the more than 20 Countries within this short notice. We would therefore request an extension of the deadline for submission of the proposal for one month.</p>	<p>P4F requires an external auditor from November and, therefore, the deadline will only be extended if insufficient tenders are received.</p> <p>In light of this comment, we feel it is appropriate to reduce the required submissions.</p> <p>Please submit only ONE Technical Submission for ALL Regions.</p> <p>Please note that we do NOT require CVs for all Nominated Personnel. Please keep CVs to 4 pages maximum e.g. we are happy to see short paragraphs for select Nominated Personnel, or a page-long CV for Personnel from a range of the Regions.</p>
<b>Submission format</b>	

<p>Do we have to submit a separate technical offer and a separate financial offer?</p>	<p>We are happy for the Technical &amp; Financial Submissions to be combined into one file, so long as all page limit requirements are met and so long as each submission or section is clearly separated and able to be distinguished.</p>
<p><b>Technical Submission</b></p>	
<p>Can you confirm that each Tenderer should submit five separate technical and financial proposals, one for each region in which P4F operates and that bids that do not cover all five P4F regions will not be taken into consideration?</p>	<p>Upon receipt of these clarification, it has been decided to amend the ITT.</p> <p>Please submit:</p> <ol style="list-style-type: none"> <li>(1) <b>ONE Technical Submission</b>, maximum 10 pages, that covers ALL P4F Regions;</li> <li>(2) A maximum of <b>4 pages for ALL CVs</b> attached, showcasing CVs from all or a number of the Regions;</li> <li>(3) <b>FIVE Financial Submissions</b> to cover EACH P4F Region – as far as is possible, each Financial Submission should include fee rates for as many countries within that Region</li> </ol>
<p>It is stated here that one Technical Submission must be submitted to cover EACH of the P4F Regions. Does this mean that we will need to submit one Technical Submission that covers all of the P4F Regions? Is this an addition to the 5 separate Technical Submissions per P4F Regions?</p>	
<p>A submission needs to be submitted for all regions, please confirm this is correct.</p>	
<p>Can you please clarify what the correct limit of pages for the Technical Submission is.</p>	
<p>Can you confirm that CV's are not part of the 10 pages Technical submission, but must be seen as annexes with a maximum of 4 pages per CV?</p>	<p>The Technical Submission can be up to 10 pages. The full 10 pages is not required to be used but must not be exceeded.</p> <p>Total pages for all CVs attached is not to exceed 4 pages.</p> <p>Correct – CVs are not to be included within the 10 page limit for Technical Submission.</p> <p>The total <b>4 pages</b> should include <b>all CVs per P4F Region</b> e.g. maximum 2 pages per CV for staff in South East Asia</p>
<p>According to section 1a and 1b of the question structure of the Technical Submission the Tenderer should fulfill each of the relevant criteria set out in the Specification of the Advisory Support in the TOR. We could not find the</p>	<p>Please see the Auditor Specification in Section 3 of the TOR.</p>

relevant criteria set out for the Specification of the Advisory Support in Part 1 (TOR) of the ITT. Can you please clarify what the relevant criteria is?	
Tenderers should identify 2 assignments undertaken within the last 3 years similar to and relevant to the ToR.  Can you confirm that an assignment started longer than 3 years ago but finalized within the last 3 years fulfils this criteria?	Yes, we would be happy with this.
<b>P4F Regions</b>	
P4F Region Global operates in the UK, USA and Europe. Could you please specify the States in the USA and countries in Europe that have received Grants from P4F?	Global grants & subcontracts that are implementing at the moment are contracted with entities in England, The Netherlands, Singapore, USA.  We do not currently have and are not due to have any implementing <i>projects</i> in the USA. We do currently have one <i>Grantee</i> that is based in San Francisco, USA.
Please provide a list of European countries that the grant work will be required upon so we can tailor our tender accordingly, but providing the details of our local contact?	
Will Palladium provide the templates for the report of factual findings and overall assessment?	No, the template for the final report is flexible.
Is it possible to limit the number of contacts we use in a region, such as Africa, and appoint a couple of contacts to carry out the work across the whole region?	Yes but preference will be given to Auditors with a physical presence (a functioning commercial office) in one or more of the countries within each P4F Region.
<b>Scope of the audit assignment</b>	
Are there specific guidelines for performing the Audit Assignment (Task Order) other than the activities mentioned under 3.4.1.?	No, but further introduction to the P4F grant and project funding processes will be given at kick off meeting with the successful tenderer.

<p>Would it be possible to provide us with the template of the P4F Grant Agreement?</p>	<p>Please see the link to the Grant Agreement and the Subcontract on the website posting here:  <a href="https://partnershipsforforests.com/2020/09/03/invitation-to-tender-procurement-for-an-auditor/">https://partnershipsforforests.com/2020/09/03/invitation-to-tender-procurement-for-an-auditor/</a></p>
<p>The Auditor will reconcile a reasonable sample of expenditure line items in the Financial Report to the Grantee or Subcontractor's accounting system and records and examine a reasonable sample of expenditure line items in the Financial Report. Can you please clarify what is considered as reasonable? Are there specific guidelines provided by P4F?</p>	<p>There are no specific guidelines on this. P4F would expect the Auditor to determine what is a reasonable sample size for each assignment, in order to form the required valid conclusions.</p> <p>For most internal audits, a sample of 10% is tested.</p>
<p>Can you explain on which basis a Grantee or Subcontractor will be selected for an Audit Assignment?</p>	<p>Grants are selected for external audit at the end of their grant or contract term, according to the value. Only higher value grants and high value and complex subcontracts (over £300,000) will be selected to be audited externally.</p>
<p>Please can you indicate the approximate volume / number of grants expected to be audited in each of the areas.</p>	<p>Estimated number of Task Order assignments per Region, based on existing grants &amp; subcontracts:</p> <p>Latin America – 12</p> <p>Global – 1-2</p> <p>West &amp; Central Africa – 6</p> <p>East Africa – 6</p> <p>South East Asia - 5</p> <p>* Please note these are estimates, there may be more grants &amp; subcontracts that are selected for external audit, as future grants &amp; subcontracts join the portfolio. This is no guarantee of the number of assignments per Region.</p>
<p><b>Task Order framework</b></p>	
<p>Task Order request will be subject to a minimum notice period. Can you specify the number of working days of the minimum notice period?</p>	<p>To be agreed during contract negotiation.</p>
<p>Can you clarify what the standard timeline is and at which phase of the Audit</p>	<p>The timeline will be dependent on the workplan for a typical assignment submitted by tenderers in their proposal and will be used as a basis when developing each Task Order.</p>

Assignment does this timeline commence?	The timeline will commence upon execution of each Task Order.
Will the payment also be reduced if exceeding the stipulated timeline is caused by the Grantee or Subcontractor?	No, if delay is caused by the Grantee or Subcontractor, this will not have any impact on payment.
<b>Financial Submission</b>	
Can you clarify if we need to submit only a Financial Submission with the average of each P4F Region (5 in total) or a Financial Submission for each county within the P4F Region (21 in total)?	As far as is possible, we would like to see fee rates for the staff in each country, if the tenderer has an office and known fee rates in the country.  If the tenderer does not have an office and, therefore does not know specific fee rates for each country at this time, we will accept expected or average rates for the P4F Region.
Can we submit one Financial Submission for Europe and one Financial Submission for USA? Or do we need to specify this per Country for Europe or State for USA?	If the fee rate is the same for Europe and the USA, you can use the same in one Financial Submission e.g. 'Fee rates for USA & Europe'.  Tenderers should differentiate the fees that will be charged per country as far as possible to give an accurate Tender Price.
The fee rates must be in Pound Sterling (GBP). How will the Company deal with any (future) exchange differences?	We would not expect fee rates to change over the next 3 years. The successful tenderer will bear the risk of any exchange rate differences.
Can you clarify the like-for-like price assessment and the price-score formula?	Please see the methodology in Part 4 of the ITT. The like-for-like assessment involves a comparison of each tender's pricing model.  This means we will assess your price comparatively with the price of other tenders of an acceptable Technical quality.  The price score formula uses a relative methodology whereby the lowest priced bid is divided by the score of the bid being evaluated and multiplied by the price weighting. This gives a price score, which is then combined with quality score.
<b>Standard contract</b>	
Subcontractors and Consultants will be required to comply with the terms of the Head Contract for the Project, including the FCDO Standard Terms and Conditions and any additional terms advised by the Company. We would like	Please see FCDO terms and conditions <a href="#">here</a> .

to receive a copy of these provisions.	
The Contractor should have in place insurances policies, any relevant registrations (including tax registrations), hold any regulatory permits or approvals required to provide the services and to be registered in a Jurisdiction that is acceptable to the Company. Can you confirm that this only applies to the Contracted party?	<p>If you are subcontracting out any work, you will be expected to pass down all terms and conditions, including insurance requirements, to the subcontracted entity.</p> <p>If you are not subcontracting, we would expect you to have the appropriate insurances etc. to operate in-country.</p>
Does evidence of Professional Indemnity & Professional Liability insurance only need providing after award of the contract?	Correct – we would only expect to see this after notifying the award to the successful tenderer, during our due diligence process and before execution of the contract.
Please provide a copy of the standard contract template.	<p>Please see the link to the standard contract on the website invitation to tender posting here:  <a href="https://partnershipsforforests.com/2020/09/03/invitation-to-tender-procurement-for-an-auditor/">https://partnershipsforforests.com/2020/09/03/invitation-to-tender-procurement-for-an-auditor/</a></p> <p>You should find the link to the contract by clicking on the ‘contract template’ in bold.</p>