

REQUEST FOR QUOTATION (RFQ)

Issue date: October 23, 2023,

Deadline: November 04, 2022

Request No: RASS-RFQ-2023-0010

Recruitment of a firm for the provision of external audit services for USAID RASS Activity- South Sudan

NOTICE: Prospective Consultants who have received this document from a source other than the RASS Activity should immediately contact rass_procurement@rassactivity.org and provide their name and mailing address so that any amendments to this RFQ or other solicitation-related communications can be sent directly to them. Any prospective Consultants who fail to register their interest with DAI/RASS assumes complete responsibility if they do not receive communications prior to the closing date of this RFQ. Any amendments to this solicitation will be issued via email.

Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Offerors will not be reimbursed for any costs associated with the preparation of their quote. No discussions or negotiations are permitted with Offerors under this RFQ. Offerors shall submit their best and final price.

Request for Quotations – External audit firm services

Overview:

The Resilience Through Agriculture in South Sudan (RASS) Activity is a four-year (2021-2025) USAID-funded project implemented by DAI Global LLC and three sub-contractors: CARE International, International Fertilizer Development Center (IFDC), and The Waterfield Design Group Inc (WDG) aimed at improving food security and community household recovery and resilience across 17 counties in Western Bahr el Ghazal, Unity, Upper Nile, Jonglei, Western Equatoria, Eastern Equatoria and Lakes States in-line with USAID strategic framework for South Sudan. DAI RASS Activity intends to engage services of a competent, qualified and professional audit firm to conduct a financial audit of RASS Activity for two years ending December 31, 2023, and in compliance of the statutory registration requirement of Relief and Rehabilitation commission of South Sudan (SSRRC)

DAI RASS intends to engage services of a competent, qualified, and professional audit firm to conduct a financial audit of RASS Activity for the of two years ending December 31, 2023.

1. Synopsis of the Request for Quotation

1. RFQ No.	RASS -RFQ-2023-0010
2. Issue Date	October 23, 2023
3. Title	Recruitment of a professional audit firm for the provision of external audit services for RASS program years 2023-2023 ending December, 2023
4. Issuing Office	DAI Global LLC USAID-funded RASS Activity Afex Camp River, Hai Malakal, Along side Nile River, Juba, South Sudan
5. Email Address for Submission of Quotations	All Proposals / quotes must be submitted by email to rass_submissions@rassactivity.org with “ Financial Audit for DAI RASS 2022/2023 ” in the email subject line. Any other form of submission will not be accepted.
6. Deadline for Receipt of Quotes.	17:00 CAT, November 4, 2023 Late submissions may not be accepted.
7. Submission of Questions / Clarification Requests	Audit Firms may submit questions and requests for clarifications by email no later than October 24th, 2023, at 17:00 CAT . Please only submit questions to: rass_procurement@rassactivity.org . All questions received will be compiled and answered in writing and distributed to all registered Audit Firms by Nov 2nd, 2023 (17:00 CAT)
8. Anticipated Award Type	DAI anticipates awarding a Firm-Fixed Price Purchase Order (PO) for the provision of external audit services.

9. Basis for Award	An award will be made to the responsible Offeror whose quotation is responsive to the terms and conditions of this RFQ and is most advantageous to DAI, considering price or/and other factors included in this RFQ.
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DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 18 for more details.

2. Request for Quotation

10. General Instructions to Bidders	<ul style="list-style-type: none"> • All bids must be submitted by email only to the following address: rass_submissions@rassactivity.com • and include the reference "RASS-RFQ-2023-0010 "-Company's name" in the subject line. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Bidders shall submit quotes electronically via this procurement email mentioned above. • By submitting their quote, bidders fully understand that their quote must be valid for a period of 60 days. • Bidders shall sign, date and stamp their quotation. • Quotes must be submitted on Company's letterhead. • Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) if applicable shall be included on a separate line. • These services are eligible for VAT exemption under the DAI prime contract in South Sudan
11. Questions Regarding the RFQ	Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.
12. Technical Specifications and requirements for Technical Acceptability	See Attachment C -Technical specifications and requirements

<p>13. Prohibited Technology</p>	<p>Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>
<p>14. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the host country. 2. Past performance references for 3 companies at least 3. Evidence of a DUNS number (explained below and instructions contained in the Annex) (Not applicable for this procurement unless any of the language from section 13 apply) 4. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 5. Ability to comply with required or proposed delivery or performance schedules.
<p>15. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 935: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries excluding prohibited countries. A list of the
	<p>"Developing Countries" as well as "Advanced Developing Countries" can be found at: http://www.usaid.gov/policy/ads/300/310maa.pdf and http://www.usaid.gov/policy/ads/300/310mab.pdf respectively.</p> <ul style="list-style-type: none"> • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.

<p>16. Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
<p>17. Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. <p>Subcontractors</p>

	<p>must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award. These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.</p> <p>Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:</p> <ul style="list-style-type: none"> • Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328 • Hotline website – www.DAI.ethicspoint.com, or • Email to Ethics@DAI.com • USAID’s Office of the Inspector General Hotline at hotline@usaid.gov. <p>By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.</p>
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Attachment A:

Price Schedule

Instruction: Please Date, Sign, and Stamp Price Schedule on Company Letterhead

Item Number	Item Name	Specifications	Quantity	Unit Price	Total Price
1	Inception report	Inception report to be discussed entry meeting	1		

2	Actual audit work	Actual audit work supported by draft Audit report	1		
3	Final Audit report and financial statement	As specified in attachment C (Technical specifications and requirements)	1		
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Delivery Date:

We, the undersigned, provide the attached quote in accordance RFQ # _____ dated _____ Our attached quote is for the total price of _____ (figure and in words)

I certify a validity period of ___ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Telephone:
Email:

Company Seal/Stamp:

Attachment B:
Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

Attachment C: Technical Specifications and Requirements

1. Project background

The Resilience through Agriculture in South Sudan (RASS) Activity is a four-year USAID-funded project implemented by DAI Global LLC and three sub-contractors: CARE International, International Fertilizer Development Center (IFDC), and The Waterfield Design Group Inc (WDG) aimed at improving food security and community household recovery and resilience across 17 counties in Western Bahr el Ghazal, Unity, Upper Nile, Jonglei, Western Equatoria, Eastern Equatoria and Lakes States in-line with USAID strategic framework for South Sudan. To achieve this, RASS employs a resilience pathways approach to improve the effectiveness of local systems and strengthen the capacities of community groups to achieve gender-responsive and diversified market-sensitive agriculture production; facilitate increased production of diverse nutritious foods by strengthening productivity, reducing food loss, and improving nutrition behaviors; strengthen and expand household and community opportunities for sustainable, locally driven livelihoods; and enhanced private sector productivity of honey and shea nuts value chains. Gender Equality, Youth, and Social Inclusion (GEYSI) and Social Behavior Change Communication (SBC) are integral to RASS programming. The work is aimed at transitioning communities from humanitarian assistance to a phase of inclusive development assistance and economic growth.

The RASS Project works closely with other United States Government funded projects as well as collaborate with other United Nations (UN) Agencies and Funds, International Non-Governmental Organizations (INGOs), and National Non-Governmental Organizations (NNGOs) to ensure maximum benefit to the communities and minimal duplication of assistance.

DAI RASS is registered in South Sudan under relief and rehabilitation commission (registration number 4108) as international non-governmental organization (INGO) under chapter 3, section 10 of NGOs Act, 2016. The activities conducted by RASS under this South Sudan regulatory act are exempted from taxation.

2. Purpose of this Request for Quotations (RFQ)

The RFQ objective:

The objective is to procure financial audit services for RASS in South Sudan as required by the above reference NGOs Act. The appointed firm will be required to produce an auditor's report and financial statements that comply with International Accounting Standards or GAAS as may be applicable.

3. Scope of Work

The appointed firm must be technically and professionally capable of providing the following services:

- Prepare and audit annual financial statements in accordance with International Accounting Standards and as required by IAS and GASS also reference above

- Produce an auditor's report which complies with the above referenced standards.

The audit period contemplated by the contract agreement shall be for the fiscal year commencing on January 2022 and ending on December 2023. The total population under audit is estimated to be \$6,677,422.

4. Summary of deliverables

- a) Audit report and financial statements that conform to International Accounting Standards and acceptable international auditing standards of NGOs

5. Required qualifications

- Experience of the Offeror

The offeror must have the following qualifications:

- Minimum of eight (8) years of relevant experience auditing NGOs and nonprofit clients in South Sudan.
- Have completed or have currently in progress provided such services for 3 companies at least.
- The offeror must provide references and contact information from comparable nonprofit audit clients.

- Proposed key personnel

The firm must propose experts and present their CV, which will be evaluated as part of this Request. The expert shall have the minimum following skills and experiences:

- Accountant Manager/Team Leader
 - Qualified Accountant, holding current membership of an internationally recognized accounting institution, e.g., AICPA, CA, ACCA or equivalent.
 - Minimum of eight (8) years relevant experience.
 - Fluent in English language
- Senior Accountant
 - Graduate of a university in the fields of finance, accounting, or auditing;
 - Minimum of five (5) years relevant experience.
 - Fluent in English language.
- The offeror must include a timeline for fieldwork and final reporting in their proposal.

6. Additional documents required

See section 14 – Determination of responsibility

7. [Contract extension](#)

DAI RASS may need to receive the services of the firm to prepare the financial statements of the 2022-2023 fiscal year in the future. DAI may contact the firm if it deems the current services satisfactory.

8. [Payment terms](#)

The firm will be paid in full after delivery completion and within 30 days upon submission of invoices. Payments will be remitted by wire transfer.

Attachment D: Past Performance Reference

Client # 1

Name of Project:	
Location of Project:	
Contract Amount:	
Period of Performance:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	
Reference Contact Address:	
Reference Contact Email Address:	

Client # 2

Name of Project:	
Location of Project:	
Contract Amount:	
Period of Performance:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	
Reference Contact Address:	
Reference Contact Email Address:	

Client # 3

Name of Project:	
Location of Project:	
Contract Amount:	
Period of Performance:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	
Reference Contact Address:	
Reference Contact Email Address:	

Firms may attach past performance reference letters linked to this service that he may have from its past or current client.

