



**Provision of external audit and associated services  
Request for Proposal**

## Timetable and Key Dates

Release Date	25.11.2022
RFP Close	06.12.2022
Notification of short-listed firms for presentation	09.12.2022
Short Listed Presentation	13.12.2022 and 14.12.2022
Procurement Committee Report/recommends to the management	16.12.2022
Anticipated Notification to successful Audit Firm After management approval	22.12.2022
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RFP Lodgement	<a href="mailto:Info.Southsudan@cbm.org">Info.Southsudan@cbm.org</a>

### CONFIDENTIALITY UNDERTAKING

By accepting to take part in this Request for Proposal process and retaining this documentation your firm and employees, consultants, contractors who participate in this Request for Proposal process agree to keep Confidential all information imparted to you in relation to this Request for Proposal process, not to disclose it to third parties and not to use it for any other purpose other than to respond to this Request for Proposal process.

**Table of Contents**

1.CBM Background ..... 3

    1.1 Introduction ..... 3

    1.2 Corporate structure ..... 3

    1.3 Scope of Organization operations ..... 3

    1.4 Regulated Environment ..... 3

2. Response Form ..... 3

    2.1 Executive Summary ..... 3

    2.2 Supplier’s Details ..... 3

    2.3 Industry and Related Experience ..... 4

    2.4 Approach to the External Audit..... 5

    2.5 Expertise and Stability of the Proposed Team Members ..... 7

    2.6 Quality Assurance ..... 8

    2.7 Financial Viability ..... 9

    2.8 Accreditation and Insurance ..... 10

    2.9 Engagement Process and Commercial Arrangements..... 11

    2.10 Value Added Services and Innovation ..... 12

    2.11 Referees ..... 12

    2.12 Other Matters..... 14

3. RFP Terms and Conditions ..... 14

    3.1 Timetable..... 14

    3.2 Evaluation Criteria ..... 14

    3.3 Evaluation Committee ..... 15

    3.4 Conditions of Proposing ..... 15

## **1. CBM Background**

### **1.1 Introduction**

**CBM Christoffel-Blindenmission Christian Blind Mission e.V (CBM)** is an international Christian development organization whose primary purpose is to improve the quality of life of the world's poorest persons with disabilities and those at risk of disability.

CBM works with partner organizations in low income countries to both develop and ensure that persons with disabilities and their families have ready access to affordable and comprehensive health care and rehabilitation programmes, quality education programmes and livelihood opportunities.

Working with persons with disabilities, CBM advocates for their inclusion in all aspects of society, and for the inclusion of disability in international cooperation.

Refer to [www.cbm.org](http://www.cbm.org) for more details

### **1.2 Corporate structure**

CBM e.V. South Sudan is one of the country offices of CBM Christoffel-Blindenmission Christian Blind Mission e.V (CBM).

### **1.3 Scope of Organization operations**

CBM works in partnership with NGOs and government to implement activities. CBM e.V. South Sudan currently supports Inclusive Eye Health (IEH) in 3 states, Community Based Inclusive Development (CBID) 1 state, Neglected Tropical Diseases (Oncho and LF in 57 counties of the 10 states, Trachoma MDA and TT surgeries in Unity States) and Humanitarian programmes in Juba County Central Equatoria.

### **1.4 Regulated Environment**

The Christian Blind Mission e.V in South Sudan is regulated by South Sudan Law specifically the NON-GOVERNMENT ORGANIZATIONS ACT, 2015, the NGO registration procedures and regulation 2016 and other legal regulations.

## **2. Response Form**

Instruction to Proposer: CBM e.V. South Sudan wishes to receive sufficient information for evaluation your firm's proposal. However, please do not provide unnecessary or excessive information, as this will delay the evaluation process and may ultimately lead to your exclusion from evaluation.

### **2.1 Executive Summary**

Instruction to Proposer: Please provide a brief summary of how your proposal benefits CBM e.V. South Sudan in relation to your provision of External Audit Services (maximum 2 pages).

### **2.2 Supplier's Details**

Instruction to Proposer: Please complete the table below.

CBM e.V. South Sudan requires understanding of the commercial structure and entity with which it is entering into an arrangement for the provision of External Audit services.

<b>Particulars</b>	<b>Response</b>
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1. Registered company name	
2. Trading name (if applicable)	
3. Type of company ownership	
4. Company structure	
5. National / International Affiliations and nature of those Relationships	
6. Date & place of incorporation	
7. Trade Register Number	
8. VAT Number	
9. Registered Organization address	
10. Organization address of team to support this External Audit	
11. Postal address	
12. Telephone no.	
13. Key company contact E-mail Address	
14. Key company contact person's name	
15. Key company contact person's mobile no.	

### 2.3 Industry and Related Experience

Instruction to Proposer: Please complete the table below.

CBM e.V. South Sudan wishes to assess the existing knowledge and experience of the firm and the proposed team members who will undertake the External Audit and your management processes to ensure an efficient and effective process at our Westlands location.

Particulars	Response
1. Please provide details on your firm's experience in the Social & Development Aid Non-for-Profit / Charity sector in general.	
2. Please provide details of the experience of the proposed team members in the Social & Development Aid sector including Partner, Director, Senior Manager, Manager and Consultant – or equivalent levels).	

3. Please provide details of the experience of your firm in servicing external audit clients but not limiting commenting upon management of staff on site, travel costs, ensuring quality of delivery, effective utilization of your and our staff time when on site, attendance at client meetings and Board meetings.	
4. Please discuss your firm’s capability and capacity to add CBM e.V. South Sudan as an External Audit client.	
5. Please discuss, without impinging on your External Audit independence, how your firm can bring additional Social & Development Sector knowledge and expertise through the External Audit process to CBM e.V. South Sudan to ensure the integrity of our Organization.	
6. Please provide a brief synopsis of the emerging trends and issues in the Social & Development Aid sector.	
7. Please discuss how and why your firm is in a unique position and/or different from other firms under consideration and best suited to undertake this External Audit.	
8. Please provide any additional information to assist CBM e.V. South Sudan review your experience and expertise and capability.	

## 2.4 Approach to the External Audit

Instruction to Proposer: Please complete the table below.

CBM e.V. South Sudan wishes to assess the methodology to undertake the External Audit and your approach to technology (in terms of using technology to enhance the audit process and ensure the integrity of the financials as processed through CBM e.V. South Sudan South Sudan’s technology).

Particulars	Response
1. Please outline the External Audit Methodology that you would propose for this engagement, including indicative timetable.	

<p>2. Please outline the planning process that would be undertaken in the first year, and then for subsequent years. Please provide an example of the annual “Client Engagement Letter”.</p>	
<p>3. Please outline the major risks that you would consider requiring detailed focus when undertaking our External Audit.</p>	
<p>4. Please discuss how you will scope and determine materiality for the External Audit.</p>	
<p>5. Please describe your approach and anticipated coverage of the income cycle of the organization, and the associated risks.</p>	
<p>6. Please describe your approach and anticipate coverage of the expenditure cycle of the Organization.</p> <p>(Please note that CBM e.V. South Sudan currently has operating expenditures and some designated funds for expenditures due to its programmatic work in the field).</p>	
<p>7. Please discuss how the External Audit will be controlled and coordinated, and define the expected interface processes with management.</p>	
<p>8. CBM e.V. South Sudan technology to its work, (Business Central and Navision version 2013).</p> <p>Please describe your firms expertise in IT Audit and how it might be applied in the following circumstances:</p> <ul style="list-style-type: none"> <li>a) External Audit</li> <li>b) General and Specific IT Controls</li> <li>c) Systems conversions and upgrades</li> <li>d) Organization Continuity.</li> </ul>	
<p>9. Please discuss technology and tools you would proposes to use as part of the External Audit to increase the efficiency of the External Audit and/or reduce the risk of the External Audit to having sufficient coverage to identify issues in the financial reports or fraudulent transactions / activities.</p>	

10. Please discuss your role and approach to the identification of fraudulent transactions in an Organization that transacts high volume of low to medium value transactions.	
11. Please discuss your approach to innovation in the External Audit service, and how these may lead to additional value for money.	
12. Discuss your approach to communication in relation to the planning phase, issues and final reporting with management, and the Board.  Please provide an example of your Management Report at the completion of the interim and final audit process.	
13. Please discuss your strategy for communication with Senior Management, and the Board, including but not limited to the use of video conference, attendance at meetings at Westlands, other mechanisms / tools.	

## 2.5 Expertise and Stability of the Proposed Team Members

Instruction to Proposer: Please complete the table below.

CBM e.V. South Sudan wishes to assess the relevant experience and expertise of the proposed team members and the management mechanism to ensure team member continuity, which is seen as critical at CBM e.V. South Sudan

Particulars	Response
1. Please outline the team members who will be providing the External Audit, including but not limited to: a) Lead Partner b) QA Partner c) Director d) Senior Manager e) Manager f) Supervisor g) Staff h) IT Audit i) Administrative Support	



<p>Please provide details of their professional qualifications, experience and expertise and how these relate to their inclusion on the External Audit team.</p> <p>Please provide resumes in an attachment to your response.</p>	
<p>2. Please outline the team member and their roles with their anticipated hours/ percentage of total effort for the External Audit.</p>	
<p>3. Please discuss your strategy to ensure continuity of team members on the External Audit, and how knowledge and relationships will be retained.</p>	
<p>4. CBM e.V. South Sudan sees the importance of developing medium to long term relationships to ensure there is a superior understanding of our Organization and ensure that potential issues and risks are identified early and appropriately managed or mitigated. Please discuss your approach to relationship management and customer service.</p>	
<p>5. Please discuss your approach to succession planning and the mechanism to minimize the impact on the External Audit and CBM e.V. South Sudan's management and staff.</p>	
<p>6. Please discuss your firms approach / policies in relation to Partner rotation on External Audit clients.</p>	
<p>7. Please describe if any part of the services is to be subcontracted, including but not limited to the company name and key individuals subcontracted, details on your commercial arrangements and length and nature of your relationship and processes to ensure quality of service.</p>	

## 2.6 Quality Assurance

Instruction to Proposer: Please complete the table below.

CBM e.V. South Sudan wishes to assess the quality assurance mechanisms for the processes of the External Audit.

Particulars	Response
1. Please outline your internal Quality Assurance Processes.	
2. Please outline your transition plan to commence as External Auditor.	
3. Please describe the commercial and legal relationships between CBM e.V. South Sudan, your firm and staff who will undertake the External Audit.	
4. Please outline the processes you have to manage future conflicts of interest (perceived or actual) and how these decisions are communicated to CBM e.V. South Sudan	
5. Please provide details of clients in the Social & Development Aid Sector and the types of services provided.	
6. Please provide details of any other interests, relationships or clients which may or do give rise to a conflict of interest and the areas of expertise in which that conflict or potential conflict does or may arise and details of any strategies for preventing or managing conflicts of interest.	

## 2.7 Financial Viability

Instruction to Proposer: Please complete the table below.

CBM e.V. South Sudan wishes to ensure that the External Auditor is financial viable.

Particulars	Response
1. Are there any significant events, matters or circumstances which have arisen in the last 2 years which may significantly affect provision of the External Audit services.	
2. Are there any mergers / acquisitions either recent (in the last 2 years) or which are imminent?	
3. Are there any proceedings, either actual or threatened against your firm, its parent, associated entities or any	

Partner/Director of the firm or have there been any such proceedings in the last five years? If so what, if any, remedial action has been taken in respect of those actions.	
4. Are there any bankruptcy actions against a Partner / Director associated with the firm, its parent or associated entities, or has there been any within the last five years?	
5. Have there been any deregistration or professional complaints against any Partner, Director or Senior Manager of the firm, its parent or associated entities in the last five years or currently in under review and not yet resolved?	
6. Are there any insolvency proceedings, actual or threatened against the firm, its parent or associated entities in the last five years or has the firm been notified in relation to the potential of such proceedings in the future?	
7. Are there any other factors which could adversely impact on the financial or professional viability of the firm or its key stakeholders to successfully perform the obligations as External Auditor?	
8. Please provide a breakdown of your revenue streams by major Organization units and the percentage (ensuring the External Audit practice is clearly identifiable).	

## 2.8 Accreditation and Insurance

Instruction to Proposer: Please complete the table below.

CBM e.V. South Sudan wishes to ensure that the External Auditor has the appropriate credentials and insurances to undertake the External Audit.

Particulars	Response
1. Is your firm and the signing partners Qualified Auditors as per the regulations of South Sudan?	
2. Are any persons propose to undertake work on this External Audit	

a disqualified auditor under any legislation?	
3. Please provide an outline of the accreditations, registrations, certificates and licenses your company holds that are relevant to the services required.	
4. Please provide a statement that your professional indemnity insurance complies with at least the minimum required by ICPAK etc... The shortlisted respondents will be required to provide proof of currency of insurance, and the successful respondent will be required to supply a certificate of currency annually.	
5. Please provide details of any limitations or exclusions in your professional indemnity insurance, including but not limited to failure of the team members to follow the firm's External Audit procedures, failure of the firm to follow the firm's Quality Assurance procedures.	
6. Please outline any other relevant insurance policies you hold in for firm or partners names.	

## 2.9 Engagement Process and Commercial Arrangements

Instruction to Proposer: Please complete the table below.

CBM e.V. South Sudan wishes to ensure that the External Auditor has the appropriate "Engagement and Commercial Arrangement" to reflect value for money.

Particulars	Response
1. Please provide a copy of your propose engagement letter and proposed terms and conditions of the External Audit and related services.	
2. Please outline your fee (excluding VAT) for: a) External Audit (including all planning, field, work-related expenses, reporting and meetings with staff, management, and the Board).  b) Taxation review in relation to the Financial Statements.	

3. Please outline your team members' hourly rates (excluding VAT).	
4. Assuming a five year contract, please outline your methodology for review of rates over the term of the contract.	
5. Please provide your policy in relation to the offering of employment by your firm of CBM e.V. South Sudan employees.	

## 2.10 Value Added Services and Innovation

Instruction to Proposer: Please complete the table below.

CBM e.V. South Sudan wishes to ensure that the Management and the Board retain currency on emerging Organization and financial management issues, and the External Audit process remains current.

Particulars	Response
1. Please outline other services or offerings that may be offered to ensure that Management and the Board are kept abreast of emerging Organization, commercial, industry and financial management issues.	
2. Please outline your processes to ensure that your External Audit procedures are updated to reflect changes in but not limited to changes in Accounting Standards and Industry Practices, Legal Cases, Legislative and Regulation changes.	
3. Please discuss your firms approach to innovation in relation to the External Audit, including but not limited to best practices, innovation in solutions, leading technologies that lead to improved value for money outcomes in the External Audit process.	

## 2.11 Referees

Instruction to Proposer: Please complete the table below.

CBM e.V. South Sudan wishes to retain the right to independently verify the expertise and relationships of our clients as proposed in your response.

Particulars	Response
1. Please provide at least 3 referees, which should include the contact details of the relevant senior executives and appropriate Directors (e.g. Chairman or Chair of the Board Audit Committee) of clients in the Social and Development Aid Sector (at least one referee) or the NGO Type or a similar organizational size to CBM e.V. South Sudan	



## 2.12 Other Matters

Instruction to Proposer: Please complete the table below.

CBM e.V. South Sudan wishes to identify any other matters to be considered and your compliance with the Conditions of this RFP.

Particulars	Response
1. Are there any other matters which have not been covered in previous sections that you believe need to be discussed and have taken into consideration when your proposal is evaluated.	
2. Have you complied with the Specifications complied in this Request for Proposal?	
3. Have you complied with the RFP Terms and Conditions as outlined in Section 3?	

## 3. RFP Terms and Conditions

### 3.1 Timetable

The timetable for this Request for Proposal is stated on the Cover Sheet.

### 3.2 Evaluation Criteria

The following outlines the high level evaluation criteria to be used to assess the proposals. These criteria are not fully detailed and not in any priority or order of importance:

- Technical capability of the firm to undertake the External Audit with pre-existing knowledge and experience of the Social & Development Aid & NGO Sector.
- Technical capability and experience of the team members assigned to the External audit, with pre-existing knowledge and experience of the Social & Development Aid & NGO Sector.
- Management of relationship and continuity of staff to maximize the efficiency and effectiveness of the External Audit process for both parties and knowledgeable insights to as one mechanism to assist in enhancing CBM e.V. South Sudan's financial strength and integrity.
- Proven capability to integrated technology into the External Audit process to enhance efficiency and effectiveness and assist in early identification of any potential or actual fraudulent activities.

- Proven capability for effective communication at all levels within CBM e.V. South Sudan
- Proven ability to undertake the External Audit and associated services within the agreed timetable and ensure the timetable provides sufficient time for Management and Directors to undertake due diligence on the information provided.
- Assurance in relation to testing coverage in relation to revenue, expenditure and balance sheet items.
- Fee and service delivery model to CBM e.V. South Sudan

### **3.3 Evaluation Committee**

The committee will be constituted in line with South Sudan procurement practice.

### **3.4 Conditions of Proposing**

#### **1. Conformity of Proposals**

- 1.1. CBM e.V. South Sudan seeks Conforming Proposals from eligible organizations in response to the RFP.
- 1.2. A Proposer may submit more than one Conforming Proposal.
- 1.3. CBM e.V. South Sudan reserves the right, in its sole discretion, to give consideration to and accept a Non- Conforming Proposal provided that CBM e.V. South Sudan deems it to be substantially a Conforming Proposal.
- 1.4. CBM e.V. South Sudan also reserves the right, in its sole discretion, to give consideration to and accept an Alternative Proposal.

#### **2. Legal Relationship**

- 2.1. These Conditions will not form part of the Official Order entered into between CBM e.V. South Sudan and the Proposer.
- 2.2. The Proposer acknowledges and agrees that no legal rights or obligations will be deemed to have been created between CBM e.V. South Sudan and any Proposer unless and until a Proposal is accepted.
- 2.3. The Proposer's submission will form part of the contract between the two parties.

#### **3. Eligibility to Proposal**

- 3.1. A Proposal may only be submitted by a legal entity which has been invited by CBM e.V. South Sudan.
- 3.2. CBM e.V. South Sudan may request the Proposer to provide evidence of its legal status. If so requested, the Proposer shall submit the information within three working days after receipt of the request.
- 3.3. If in the opinion of CBM e.V. South Sudan a Proposer does not have appropriate financial assets, CBM e.V. South Sudan reserves the right to reject its Proposal or to make acceptance of its Proposal conditional upon the Proposer entering into a financial guarantee or unconditional performance bond. CBM e.V. South Sudan may engage an independent financial assessor for the purpose of ascertaining a Proposer's financial position.

3.4. CBM e.V. South Sudan does not contract with entities which are bankrupt, are subject to a winding up order, or have had an administrator appointed.

#### 4. Joint Proposals

4.1. The preference is for this contract to be with a single entity. However a joint Proposal from two or more Proposers may be considered by CBM e.V. South Sudan at its discretion.

#### 5. Related Companies

5.1. Where separate Proposals are submitted by related companies, CBM e.V. South Sudan may seek assurances in relation to the competitiveness of the process.

5.2. In this context, a related company is a company which has one or more common controlling shareholders, directors or any other body that has the capacity to influence or control the content or direction of a Proposal.

5.3. If so requested by CBM e.V. South Sudan a Proposer shall, where it is a related company, demonstrate the independent competitive nature of its organization. CBM e.V. South Sudan reserves the right, in its sole discretion, to reject a Proposal on the grounds that in CBM e.V. South Sudan's opinion there is sufficient evidence of anti-competitive practices in relation to that Proposal.

#### 6. Subcontractors

6.1. If a Proposer proposes that any part of the requirement in this Request for Proposal is to be performed under subcontract, the names of the proposed subcontractors and details of the work proposed to be undertaken by them must be set out in the response schedule.

6.2. The Proposer in the event of an Official Order being signed will be responsible for the actions of any subcontractor, and will remain responsible for the fulfilment of the requirements under the Contract.

#### 7. No Obligation to Proceed

7.1. This invitation to submit a proposal does not commit CBM e.V. South Sudan in any way to provide funding or assistance to any Proposer. The outcome of the process is subject to the evaluation of all proposals in accordance with the stated assessment criteria and the endorsement of any recommendations of the assessment panel by the Board or delegated officer, unless CBM e.V. South Sudan discontinues the process at an earlier stage.

7.2. CBM e.V. South Sudan reserves the right to discontinue or cancel the process at any point, without making a determination regarding acceptance or rejection of Proposals. CBM e.V. South Sudan will not be liable for any losses suffered by any Proposer as a result of discontinuance of the process, including costs of responding.

#### 8. Probity

8.1. CBM e.V. South Sudan is committed to ensuring that competition for the provision of the requirements specified is fair and open. For Proposers this means that:

8.1.1. It will act towards all parties in a fair and impartial manner;

8.1.2. Ensure there is accountability and transparency of our processes;

8.1.3. Will maintain confidentiality and security of information and materials (within the extent permitted by law);

8.1.4. Requires all parties to actively and effectively manage conflicts of interest and

8.1.5. Manage processes and decisions to achieve the best value for money;

8.1.6. Ensure there is an open post evaluation process for all participants; and

8.1.7. Promote ongoing transparency through the delivery of the contracted goods and services back to the original requirements and needs as outlined to the market.

## 9. Disclaimer

9.1. The information set out in the RFP requirement is, unless expressly stated otherwise, provided on a 'best endeavors' basis.

9.2. Unless expressly stated otherwise in the RFP, CBM e.V. South Sudan gives no warranty nor makes any representation as to the currency, reliability or completeness of the information contained in the RFP.

## 10. Proposal Enquiries

10.1. Proposers who wish to have any aspect of the RFP documents or the evaluation process clarified shall direct their enquiry in writing only to the contact person nominated for that purpose in the RFP. The Proposer should not rely on information provided by any other officer of CBM e.V. South Sudan in response to an enquiry.

10.2. Any additional relevant information provided in response to enquiries may also be communicated to Proposers generally, by means of an Addendum.

## 11. Property in Proposal Documents

11.1. All documents submitted by the Proposer, as part of the Proposal, will become the property of CBM e.V. South Sudan upon receipt. Once lodged, CBM e.V. South Sudan may copy, extract or otherwise deal with all or any part of a Proposal for the purpose of conducting the RFP process. CBM e.V. South Sudan may provide copies of all or any part of a Proposal to its external advisors as part of conducting the RFP.

## 12. Proposal Costs

12.1. All costs incurred by any organization responding to the RFP will be borne by that organization.

## 13. Validity Period

13.1. Proposals must remain open for acceptance (the Validity Period) for a minimum of ninety (90) days after the Closing Date and Time. The Proposer may state a longer period for which its Proposal remains open for acceptance.

13.2. The Validity Period of a Proposal may be extended or renewed by mutual agreement between CBM e.V. South Sudan and the Proposer.

## 14. Conflict of Interest

14.1. The Proposer warrants that no conflict of interest which might affect its performance of the requirement set out in the RFP exists as at the time of lodging the Proposal. The Proposer shall immediately inform CBM e.V. South Sudan upon it becoming aware, during the period of the RFP or during the currency of any resultant Contract, of circumstances which give rise to any actual or potential conflict of interest. The Proposer shall comply with any direction given by CBM e.V. South Sudan for the purpose of eliminating, avoiding or mitigating such conflict of interest.

## 15. Corrections, Additions and Replacement Proposals

15.1. If a Proposer becomes aware of an error or omission in its Proposal and wishes to submit a correction or additional information, this must be lodged before the closing time.

15.2. The Proposer may incorporate the correction or addition into a replacement Proposal. A Proposal which the Proposer designates as a replacement Proposal will be deemed as superseding its earlier Proposal, which will then be disregarded.

15.3. Proposers should note that since Addenda become part of the RFP it may be necessary to submit a replacement Proposal which incorporates the content of Addenda that were issued after their Proposals have been lodged.

15.4. CBM e.V. South Sudan is not obliged to consider corrections, additional information or replacement Proposals received after the closing time.

## 16. Corrupt or unethical conduct

16.1. If a Proposer or any of its officers, employees, agents or subcontractors is found to have:

16.1.1. Offered any inducement or reward to any Director, employee, agent or subcontractor of CBM e.V. South Sudan in connection with the RFP or the submitted Proposal;

16.1.2. Engaged in corrupt conduct within the meaning of the German law; or

16.1.3. A record or alleged record of unethical behavior, then CBM e.V. South Sudan may in its discretion reject the Proposal, either forthwith or, at CBM e.V. South Sudan's option, after obtaining further information from the Proposer about its conduct.

## 17. General

17.1. Proposals must be in English.

17.2. No part of a Proposal may refer to any external sources of information, such as websites or a Proponent's RFP response.

17.3. CBM e.V. South Sudan does not require Proponents to comment on or submit a response to the provisions of this RFP, other than in accordance with Response Section 2

17.4. In completing a Proposal, Proponents must not change any pre-existing text in the Proposal Requirements and Format other than to insert or provide the required information.

17.5. If, in a Proponent's opinion, the Proposal Requirements and Format does not cover all of the subjects that the Proponent wishes to include in a Proposal, then the Proponent may supplement the subjects in the Proposal Requirements and Format with any additional information the Proponent wishes to provide in a Proposal. For clarity, Proponents may not omit, nor substitute, the subjects that Proponents must cover in the Proposal Requirements and Format but Proponents may add to those subjects.

17.6. Proponents must clearly identify and detail all assumptions, qualifications and dependencies on which their Proposal has been based, and inform the CBM e.V. South Sudan how Proponents would propose to remove any such assumptions, qualifications or dependencies. If no such assumptions, qualifications or dependencies are identified, the CBM e.V. South Sudan is entitled to assume that there are none.

17.7. The laws of South Sudan, govern this RFP and the RFP Stage. Proponents irrevocably submit to the exclusive jurisdiction of the courts of South Sudan.

## 18. Alternatives

18.1. Proponents may submit alternative Proposals which they believe do not substantially comply with the Scope of Works and Services, but which they still wish the CBM e.V. South Sudan to evaluate (Alternatives).

18.2. A Proponent may submit an Alternative where the Proponent believes substantially complies with the Scope of Works and Services only when they have also submitted a fully conforming proposal.

18.3. An Alternative must be separately submitted as a complete and separate Proposal, containing all of the Volumes (and associated information) required by the Proposal Requirements and Format. However, the CBM e.V. South Sudan appreciates that an Alternative will indicate a greater degree of departure from the Scope of Works and Services than Proposals which are not Alternatives.

18.4. Alternatives will be evaluated in accordance with the same evaluation criteria as other Proposals which do substantially comply with the Scope of Works and Services.

18.5. The evaluation of an Alternative will depend on the extent to which the Alternative is capable of delivering the same or superior outcomes, when compared to the Scope of Works and Services.

## 19. Proposal Lodgment

19.1. As stated in the RFP, Proposals (including any supporting documents) must be lodged electronically as indicated on the Cover Page. Proposals submitted by facsimile will not be accepted.

19.2. Exceptions to the requirement for electronic lodgment shall only apply where CBM e.V. South Sudan has provided prior written approval to a Proposer to lodge a Proposal or part thereof in hard copy or some other physical form.

19.3. For proposals submitted electronically, CBM e.V. South Sudan will determine that Proposals have been lodged by the closing time.

19.4. CBM e.V. South Sudan may, by written notice in an Addendum, extend the closing time.

19.5. Electronically lodged Proposals must be submitted in a file format that can be read by either Microsoft Word or Adobe® Acrobat® Reader. Proposers are to ensure that file names do not exceed 100 characters, do not contain symbol characters, and are not stored deep within the Proposer's file directory.

19.6. If a Proposal is an Alternative Proposal, or if it is a replacement for a Proposal already lodged, this is to be stated clearly on the first page of the Proposal. The file name should also incorporate characters which identify it as an Alternative Proposal or replacement Proposal.

19.7. Proposers may compress electronically submitted Proposals in a format that can be decompressed by WinZip®. Lodgment files should not individually exceed 8 megabytes (MB). Should a response be larger than 8MB, the Proposer should lodge the Proposal in multiple submission ensuring that each upload does not exceed 8MB and clearly identify each upload as part of the proposal. Download time will vary depending on file size and internet connection speed. If a proposal consist of multiple submissions, due to the number of files or file size, it is the responsibility of Proposers to ensure that transmission of all files is completed before the closing time.

19.8. Proposers must not submit executable files, as the CBM e.V. South Sudan's systems may treat them as viruses.

19.9. The email receipt that is sent to the Proposer after successfully uploading the Proposal is the only evidence provided of lodgment of the proposal.

## 20. Opening and Registration of Proposals

20.1. Following the Closing Date and Time, CBM e.V. South Sudan will determine the process of registering the RFP documentation submitted.

## 21. Late Proposals



21.1. Late Proposals may be considered when it is clear that the cause of lateness was beyond the Proposer's reasonable control and CBM e.V. South Sudan is satisfied that the integrity and competitiveness of the proposal process has not been compromised.

21.2. Normally, Proposals lodged past the Closing Date and Time will not be considered further if they are:

21.2.1. Hand delivered, including hand delivered by courier; or

21.2.2. Received through post - unless the envelope is clearly postmarked before the Closing Date and Time; or

21.2.3. Submitted by electronic communication and the transmission of the Proposal has not been completed before the Closing Date and Time, including where delay may be due to the receiving facility being engaged, faulty or otherwise inoperative.

21.3. Notwithstanding the identification of a Closing Date and Time for the lodgment of proposals, CBM e.V. South Sudan reserves the right, in its absolute discretion, to give consideration to any Proposal received after the Closing Date and Time. This right will be exercised only with good reason and in a manner that will minimize any advantage that may be seen to be gained thereby.<sup>22</sup>  
Evaluation of Proposals

22.1. Proposals will be assessed against the selection criteria listed in the Specification, which are not necessarily exhaustive, in order of significance or to be given equal weight.

22.2. If any criterion or sub-criterion is stated to be "mandatory" a failure by the Proposal to comply fully with that criterion or sub-criterion will result in exclusion of the Proposal without further consideration.

22.3. Information supplied by the Proposer in the Proposer Response section will contribute to the assessment against each criterion. Proposers are advised to respond clearly to all of the selection criteria in the Proposer Response section.

22.4. Notwithstanding any other provisions in this clause, where information provided in a Proposal is omitted, illegible or unintelligible, CBM e.V. South Sudan may treat this as failure to fulfil the relevant requirement.

22.5. By submitting a Proposal, the Proposer consents to CBM e.V. South Sudan seeking further information about the Proposer's organization, capabilities or previous performance, including from referees concerning prior contracts on which the Proposer may have been involved or affiliates or associates of the Proposer (whether or not nominated by the Proposer in its Proposal).

22.6. The Proposer agrees to take part, if called upon to do so in the course of evaluation and provided reasonable notice is given by CBM e.V. South Sudan, in any or all of the following, either at the Proposer's or CBM e.V. South Sudan's premises as CBM e.V. South Sudan may decide:

22.6.1. Interview of one or more representatives of the Proposer;

22.6.2. Presentation of the Proposer's offer;

22.6.3. Demonstration of the Proposer's products or proposed solution;

22.6.4. Site visit and inspection of facilities.

The Proposer acknowledges that in addition to their proposal, the information obtained by the CBM e.V. South Sudan from these activities, events and other research that the CBM e.V. South Sudan may undertake on the Proposer may be used as part of the {Agency's} evaluation of the proposal.

## 23. Clarification of Proposals

23.1. CBM e.V. South Sudan may seek clarification in writing of certain matters to obtain a better understanding of aspects of a Proposal. Generally, Proposers will be expected to respond to clarification requests in writing within 5 Organization days.

23.2. If in CBM e.V. South Sudan's opinion the information provided in response to a clarification request has the effect of substantially altering the Proposal, then CBM e.V. South Sudan may in its discretion disregard the information and either issue a revised clarification request or notify the Proposer that its offer as originally submitted will be assessed.

#### 24. Financial Assessment

24.1. The Proposer acknowledges that CBM e.V. South Sudan may for the purposes of evaluation undertake a financial assessment of the Proposer and may engage an external provider to carry out the task.

24.2. Any information provided by the Proposer in relation to such financial assessment and identified by the Proposer as confidential will not be disclosed, either in whole or in part, to any party other than CBM e.V. South Sudan's advisors unless with the prior written consent of the Proposer.

## 25. Approval and Notification

25.1. CBM e.V. South Sudan may accept the whole or any part of any Proposal or Proposals including, subject to these Conditions, a Non-Conforming Proposal or an Alternative Proposal.

25.2. CBM e.V. South Sudan is not bound to accept the lowest or any Proposal or part thereof.

25.3. Following CBM e.V. South Sudan' decision, all Proposers will be notified in writing of the outcome of their Proposals.

## 26. Acceptance of Proposal

26.1. A Proposal is not accepted until notice of acceptance is given by hand to the Proposer or is sent by prepaid post to, or left at, the address provided by the Proposer in the Proposal, or transmitted by electronic means to the Proposer.

26.2. Proposers should note that prior to finalization of the Order, CBM e.V. South Sudan may enter into negotiations to finalize conditions. The Contract will then be formalized by the execution of the Official Order and its Annexures and attachments.

## 27. Post Proposal Negotiation

27.1. CBM e.V. South Sudan reserves the right to conduct limited negotiations with recommended Proposers to mutually improve outcomes.

27.2. These may include:

27.2.1. Reduced rates;

27.2.2. Discounts, including discounts to reflect increased spend commitments;

27.2.3. Provision of value add services offered in a proposer's response; and

27.2.4. Improving value add commitments.

## 28. No Preferred Proposal

28.1. In the event CBM e.V. South Sudan determines that none of the Proposals submitted is acceptable, CBM e.V. South Sudan may enter into negotiations with one or more selected Proposers with the aim of achieving a suitable basis for contracting. This may include negotiations in relation to a Non-Conforming Proposal which in CBM e.V. South Sudan' opinion is capable of becoming, through negotiation, a Conforming Proposal.

28.2. CBM e.V. South Sudan is under no obligation to negotiate with any Proposer and if all Proposals are rejected then CBM e.V. South Sudan may invite fresh proposals under the same or different criteria.

## 29. Post-Proposal Debriefings

29.1. The Proposer may request a debriefing on the assessment of its Proposal. This includes a Proposer to whom a Contract has been awarded. Requests for debriefings should be in writing to the contact officer named in the RFP.

29.2. Where the debriefing is in relation to a rejected Proposal, the purpose of the debriefing is to explain how the Proposal performed against the selection criteria, rather than in comparison with the successful Proposal, with the object of improving future responses. It is to be distinctly understood that a debriefing will not be an opportunity to contest the RFP outcome.

29.3. Debriefings will generally be conducted as face-to-face meetings, and held at CBM e.V. South Sudan Premises.