

Malteser Hilfsdienst e. V., Malteser International, Erna-Schaeffler-Str. 2, 51103 Cologne, Germany

Annex 1: Specification of Bidding (SOB) – SOB_JUB_2024_0193

Related to our advertised Invitation to Tender **ITT_JUB_2024_0193** Malteser International, herewith calls for tenders for Audit Services under 2 years Framework Agreement.

Under the following reference number:

Donor project numbers: **various such as 1405, 1394, etc.**

1. Description of the organization and its activities

Malteser International, the worldwide relief agency of the Sovereign Order of Malta for humanitarian aid, has more than 50 years of experience in humanitarian relief and covers around 100 projects in some 20 countries in Africa, Asia and the Americas, annually. It provides aid in all parts of the world without distinction of religion, race or political persuasion. Christian values and the humanitarian principles of impartiality and independence are the foundation of its work.

In South Sudan, Malteser International operates in Juba, Yei, Renk, Wau, and Uyujuku. In these locations, its activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs.

Objective of Invitation to tender:

In accordance with the overall targets of above-mentioned operations, MI plans to have an Audit Service under 2 years Framework Agreement. The technical specifications and conditions of the quoting process are described below. Companies are invited to present tenders complying with the requirements here below specified.

2. Tenders Presentation

The tender shall be received via E-mail to: mb.procurement-juba@malteser-international.org by or before the submission deadline on **2nd December 2024 at or before 4 PM**

- The tender shall be written in English.
- The tender should be valid for **30 days after the deadline.**
- The subject line of the email shall be **SOB_JUB_2024_0193 Audit services**

3. Content of Tender

All submitted tenders must conform to the requirements mentioned in the specification of bidding. Furthermore, they must include the following documents:

Part 1: Financial Proposal

Bidders are requested to provide the following cost details in their financial quotation:

Description	Unit*	Unit Costs (USD)
Flat fee for full audit completion per project audit including all costs such as: travel and accommodation costs, per diem and VAT if applicable and other costs)	Lumpsum per Audit	
* Total costs per audit may vary upon each assignment and will be specified upon each request		

Furthermore, the bidder shall indicate payment terms.

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Part 2: Technical Proposal

The Technical Proposal shall include but not be limited to the following:

- Profile of the bidder
- Description of standard operating procedures to conduct project audits for INGOs referring to 5. *Technical specifications*
- Presentation of team indicating their capacity, CVs, role and responsibilities
- Timeline for finalizing project audit

Part 3 - Legal document

- Copy of the company's certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Copy of Certificate of Operation,
- Valid auditor qualification certificate confirmed by the German embassy or a relevant, recognized institution in South Sudan (e.g. a chamber of commerce or national association of auditors)

Part 4 – Supporting Documents

- Questionnaire for Tender (signed and stamped) – Annex 2
- Company's official address,
- Company's Financial Statement of last three months,
- Bank account details (where money would be paid)
- Proof of minimum 3 current references (contact information of clients/INGOs under the same service)

4. General conditions

- The tender shall be typed or written and signed by the legal representative of the bidder
- The winning company might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required.
- The prices of the tender will be expressed in United States Dollars. The prices must be on unit price basis.
- Malteser International reserves the right to accept or reject all tenders depending on prevailing conditions at the time.

5. Technical specifications

The audit will cover the entire financial operations of Malteser International in South Sudan under 2 years Framework Agreement including the following:

- Verification of all revenue and expenditures of the assigned project(s)
- Review of internal controls and financial systems
- Assessment of compliance with applicable regulations and donor requirements
- A comprehensive audit report
- A management letter highlighting key findings and recommendations
- Each assignment will be separately requested, and total costs will be defined upon each single request.
- The assignments may include specific TORs to be shared by Malteser International upon request for assignment.
- First final report submission for project 1405 shall be no later than 06.12.24, others might follow.

6. Ownership of the tender

Malteser International reserves/funds ownership of all tenders received. Therefore, bidders will not be able to stipulate requirements that their tenders are to be returned.

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7. Opening of the tender

The tenders will be opened on 3rd December 2024 in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

8. Tender Evaluation and Method

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be checked on compliance of legal documents and evaluated on following exclusion criteria:

1. **Not submitted legal documents as specified at 3. Content of Tender**
2. **Not bided according to the specifications**
3. **Not submitted within the deadline**

Secondly, tenders found to be compliant and fulfilled exclusion criteria will be evaluated by an internal evaluation committee through an evaluation score analysis using the following selection criteria, which include both technical and financial criteria:

- **Audit fees/Financial Proposal**
- **Documented Audit Experience (at least 5 years of audit of non-governmental organisations)**
- **Personnel Capacity (A team of qualified auditors with relevant certifications (e.g. CPA))**
- **Transparency of Technical Proposal**

The mentioned selection criteria are to be weighted (%) and for each of the eligible tender rating from 1-5 of the selection criteria will be applied from internal evaluation committee according to project needs. The result of the analysis is an overall score, that determines the further selection and award of the tenders.

Furthermore, the evaluation committee reserves the right to make a final decision and award a contract based on previous experience and qualification including the financial proposal. Thus, bidders are encouraged to provide the necessary documents.

The set criteria shall be used to determine the most economically advantageous tender for contract award:

- a. The bidder's initial proposal should contain the tender's best terms from a cost or price and technical standpoint.
- b. If tenders are determined to be equivalent based on the selection criteria, price could then become the deciding criterion for award.
- c. Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords Malteser International a greater overall benefit,
- d. Malteser International will favorably evaluate a schedule, which shows earlier completion than Malteser International's required time frame. The Bidder's innovative approaches to accomplish early completion are encouraged.

9. Agreement and Payment Terms

- A Framework Agreement will directly be issued to the selected service provider upon approval.
- It is estimated that a total of 6 project audits will be requested under this framework agreement over a two-year period.
- The payment will be done in United States Dollar by bank transfer or cheque as specified below. Payment will be done within ten days upon received invoices of completed Service.

Bidders, who will not receive any notification from MI one month after the deadline of the ITT, should consider themselves unsuccessful in the procurement process.