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2018-10-09

Reference
10-10200/180920

Answers to questions and clarifications for procurement of framework agreement for project audit services, version 2

Answers to questions received within the time limit for questions and clarifications of the contents of the procurement documents concerning the abovementioned procurement are provided below.

Version	Date of publication	Questions answered/clarifications
1	2018-10-02	Question/clarification 1–8
2	2018-10-10	Question/clarification 9–10

1. Question/Clarification 1 – Plan for upcoming audits

Is there an annual plan with dates to consider in advance for audits that has to be performed according to your agreements with financiers?

Answer:

SIWI does not have a central plan for upcoming project audits at the moment of writing. SIWI is in the process of developing such a plan with the ambition to have it in place by the time the framework agreement enters into force. It will normally be possible to plan financial audits in advance.

2. Question/Clarification 2 – Number of “ad hoc”-assignments

Normally—how many “ad-hoc” assignments are there annually?

Answer:

Based on historical data, 1–2 “ad hoc”-assignments per year can be expected. While no major deviation is anticipated, the number of such assignments cannot be predetermined with certainty.

3. Question/Clarification 3 – Call-off procedure for related services

How is call-off procedures to be performed regarding related services?

Answer:

Internal capacity building services will be initiated by a call-off by SIWI followed by an agreement between SIWI and the service provider on the terms and conditions for the specific internal capacity building services to be performed.

There is no call-off procedure as such for less complicated advice concerning audit issues via email or telephone.

The requirements and criteria for availability (Section 3.3 of the Invitation to Tender and Section 1.3.4 of Annex C: Evaluation Model) and the description of the call-off procedure (Section 4.5 of the Invitation to Tender) apply to financial audit assignments.

4. Question/Clarification 4 – Language of the Tender

Since the invitation are written in English we assume the that the Tender shall be written in English as well?

Answer:

Yes, the tender should be written in English, as it is SIWI’s main working language. However, this has not been included as a compulsory requirement and it is therefore possible to instead submit the tender in Swedish.

5. Question/Clarification 5 – Local audits

Regarding the location of the audits, our understanding is that the externally funded projects could be based both in Sweden, or overseas (referred to as local audits – where the project is implemented). On the assumption our understanding is correct, please could you provide:

- An indication of the number (or percentage) of audits that you expect to be conducted in Sweden, and those that would be 'local' audits.
- A list of countries where local audits may be carried out
- An Indicative list of countries where you expect audits to be carried out in the first 12 months of the contract

Answer:

Audit assignments will normally be conducted in Sweden. Local audits are expected to occur less often. Based on historical data 1–2 local audits per year may be expected to take place.

It is not possible for SIWI to provide a list of where local audits may be carried out. What can be said is that SIWI's project mainly concern developing countries.

At the time of writing it is anticipated that a local audit may be needed in Ethiopia within the coming 12 months. However, this has not yet been decided.

6. Question/Clarification 6 – Annex G: Checklist

The document Annex D-F was incorrectly uploaded instead of Annex G: Checklist. This has been corrected and it now links to the correct document.

7. Question/Clarification 7 – Price per annum

The ITT states the approximate value of the contract would be in the region of SEK 300,000 – 400,000 per year, for an estimated number of 10-15 audits per annum. Annex D requires the provision of hourly rates for consultants fees, but does not appear to have provision for travel and subsistence. Please can you advise if this contract budget is for fees only, and if yes, confirm that travel/subsistence etc. will be reimbursable. If the hourly rate is required to include travel and subsistence, details of project locations where audits are to be performed would be needed in order to factor this into an hourly fee rate.

Answer:

The estimated volume of services is based on historical data for previous years and represents the approximate total remuneration paid by SIWI to project audit service providers per year. However, this is only intended to provide the Tenderer with an estimate of the volume of services, and is not a budget for upcoming audits.

The hourly fee is to include costs for local travel in Stockholm, where SIWI's main office is located. The hourly fee is not to include costs for assignments involving "atypical" travel, as may be required for local audits. Remuneration for travel in relation to such assignments is to be regulated in relation to the specific assignment prior to its commencement.

8. Question/Clarification 8 – Templates for auditor's reports

Is SIWI able to provide a template of the report that it requires the successful auditor to provide for each project audit?

Answer:

No, SIWI cannot provide templates for auditor's reports. The Tenderer is expected to have the necessary methods, routines and systems in place to ensure that it is able to submit reports in accordance with international standards. The contents of a specific auditor's report will be determined by the standard applied and the terms of reference for the specific assignment.

9. Question/Clarification 9 – Terms and conditions for audit assignments

Does the condition in Section 4.5 of the Invitation to Tender mean that SIWI accepts that FAR's general terms and conditions are implemented for the project audit services?

Answer:

Yes, SIWI accepts that FAR's general terms and conditions are implemented for the project audit services.

10. Question/Clarification 10 – Insurance

Is a professional liability insurance that is adapted for the business of the Tenderer acceptable according to the condition stipulated in Section 4.8 of the Invitation to Tender "comparable insurance"?

Answer: Yes, a professional liability insurance that is adapted for the business of the Tenderer is acceptable.
