



International Foundation
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

Request for Proposal (RFP) for Auditing Services in North Macedonia

Solicitation # RFP-20-010

October 30, 2019

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a written response (“Response”) for the procurement of auditing services in North Macedonia. The solicitation provides prospective vendors with the relevant operational and performance requirements.

1.2 Coverage & Participation

IFES reserves the right to reject any and all offers, to add, delete or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFP does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

1.3 Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES’ Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens’ rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|---|
| • Issuance of RFP | October 30, 2019 |
| • Technical Questions/Inquiries Due | November 4, 2019 at 5:00 PM Skopje time |
| • Answers/Addenda from IFES | November 6, 2019 |
| • RFP Closes | November 15, 2019 at 5:00PM Skopje time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Vendors’ Understanding of the Solicitation

Prospective contractors are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES

reserves the right to disqualify any prospective vendor that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation is subject to change at any time. IFES makes no certification as to the accuracy of any item, and is not responsible or liable for any use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFP must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Ian Swank
Contracts and Grants Manager
iswank@ifes.org

And

Sajia Tokhi
Contracts and Grants Administrator
Stokhi@ifes.org

3.3.2 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

3.3.3 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

3.3.4 Posting Online: Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notice.

3.4 Submission

It is mandatory for prospective vendors to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective vendors that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

Evaluation Criteria:

IFES will evaluate bids based on the following criteria:

1. Technical Proposal 40%
 Past experience in performing audits as per International Standards on Auditing (ISA);
 Qualifications of staff to be assigned to the engagement; Audit approach and timeline.

2. Financial Proposal 60%
 Should include all required costs such as labor costs, travel costs, communication costs, costs of preparing the soft and hard copies of required documents and any other relevant costs regarding this assignment.

The technical proposal will be evaluated based on the criterion in the table below. The financial proposal must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.

Evaluation Criteria Grading for Each Criterion:

Criteria Category	Weight
Past experience in performing audits as per International Standards on Auditing (ISA)	20%
Qualifications of staff to be assigned to the engagement	10%
Audit approach and timeline	10%
Price	60%
TOTAL	100%

Evaluation Criteria Grading for Each Criterion:

- | | |
|-------------------------------------|----------|
| Highly Exceeds Expectations | 5 Points |
| Slightly Exceeds Expectations | 4 Points |
| Meets Expectations | 3 Points |
| Meets most but not All Expectations | 2 Points |
| Does Not Meet Expectations | 1 Point |

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible vendors and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK/GOODS/SERVICES

I. Background

“Support to Electoral Reforms in North Macedonia” is a project of the Swiss Agency for Development and Cooperation (SDC), implemented by the International Foundation for Electoral Systems (IFES) and its partner National Youth Council of Macedonia (NYCM).

The project overall objective (goal) is to support democratic and credible election processes that facilitate political participation and social integration by enabling voters to freely select their representatives and hold them accountable.

The project activities are designed to support this objective through the achievement of three outcomes:

- Outcome 1: Strengthened institutions conduct fair and efficient election processes
- Outcome 2: Internally democratized political parties present citizen-oriented policies and election programs
- Outcome 3: Empowered citizens hold political parties and elected officials accountable

Project beneficiaries are election management bodies at all levels; government agencies such as Ministry of Information, Society and Administration, Agency for Audio and Audiovisual Media Services, State Statistical Office, Ombudsperson Institution, State Audit Office, Ministry of Interior, Ministry of Justice; political parties, civil society organizations, voters and citizens. The project started its implementation in August 2019, and it is expected to end in June 2023.

II. Objective

The project team is seeking the Contractor (an audit company) that will examine the financial records, statements and reports for IFES North Macedonia field office and its implementing partner the National Youth Council of Macedonia that are relevant to the SDC’s Support to Electoral Reforms in North Macedonia project, Main Phase.

Subject of the audit will be the main phase of the project connected to the implementation activities of both IFES North Macedonia field office and its partner NYCM. The main phase period of the project has started August 9, 2019 and will last through June 30, 2023. The total budget of IFES’s contract with SDC during the main phase is CHF 5,462,380.00. However, the expenses paid through IFES North Macedonia field office for the period August 9, 2019-June 30, 2023 are projected to be not more than CHF 2,950,102 and the expenses that will be paid directly by the NYCM office are projected to not exceed CHF 1,033,268.00 for the same period. Detailed Terms of Reference (ToR) re. Financial Review or Audit is enclosed with this RFP.

I. Deliverables

-The prospective Contractor is expected to conduct total of five (5) audits and provide IFES North Macedonia complete audit report file for each performed audit.

- The audit report for each performed audit must be in English language and must be submitted in 4 copies to IFES North Macedonia office
- The audit report must fully comply with the SDC’s applicable financial review requirements as per the Terms of Reference for Financial Review or Audit.
- The prospective Contractor is expected to perform the audit review and to produce the audit reports as per the schedule below:

Description	Period of Audit (from - to)	No. of Audit reports to be submitted	Language of the Audit report	Due on
Audit Report accordance with International Standards on Auditing (ISA 805)	09.08.2019 - 31.12.2019	4	English	31.03.2020
Audit Report accordance with International Standards on Auditing (ISA 805)	01.01.2020 - 31.12.2020	4	English	31.03.2021
Audit Report accordance with International Standards on Auditing (ISA 805)	01.01.2021 - 31.12.2021	4	English	31.03.2022
Audit Report accordance with International Standards on Auditing (ISA 805)	01.01.2022 - 31.12.2022	4	English	31.03.2023
Audit Report accordance with International Standards on Auditing (ISA 805)	01.01.2023 – 30.06.2023	4	English	31.08.2023

III. Duration

The contract is expected to start from end-November 2019, to be completed by end of August 31, 2023 ensuring efficient implementation and accomplishment of the activities within lifecycle of the contract.

IV. Contractor Qualifications and Requirements

Prospective Contractor must provide the following information for their response and offer to be considered:

- A brief outline of the company/CSO and services offered, including:
 - Full legal name and address of the company /CSO
 - Corporate and tax registration documents
 - Year business was started or established

- Full name of the legal representative (president or managing director) of the company
- Name of any individuals or entities that own 50% or more of the company, if applicable
- Prospective Contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the ToR.
- Evidence of successful completion of a project of a similar size and complexity.
- References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
- A certification signed by an officer or authorized representative that the prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the ToR.

In order to simplify the evaluation process and obtain maximum comparability, IFES North Macedonia field office requires that all responses to the RFP to be in English language and organized in the manner and format described below:

A. Past Performance

- Relevant information should be provided that will allow us to assess your firm's experience in achieving results in same or similar assignments.

B. Team Qualifications

- Identify the staff in-charge who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested.

C. Audit Approach and Timeline

- Describe how your firm will approach the proposed services, areas that will receive primary emphasis and the type of assistance that will be required from IFES North Macedonia staff.
- Provide information about the period of performance anticipated for the completion of the audit.

E. Audit Cost

Please provide a detailed cost estimate for the services to be provided. This should include:

- Budget and narrative outlining and explaining costs necessary to perform the work within anticipated time including the number of work days for the proposed staff.
- A detailed estimate of other direct costs, which are considered necessary for completion of the work that will include the basis for cost estimate.

Pricing must be in Macedonian Denars (MKD). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Bidders must provide a detailed, itemized budget without Value Added Tax (VAT), as IFES is exempt from VAT obligations under this project.

F. Additional Information

Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

V. Payment Schedule

The contracted Contractor, subject to accepted deliverables by IFES, will be paid for its services as per the following payment schedule:

Payment Description	Report Due on (by the Contractor)	% to be paid of the total amount per signed contract	Payment Due on (by IFES)
Payment for conducted audit services of expenses performed by IFES field office and NYCM during the period 09.08.2019 - 31.12.2019	31.03.2020	5%	31.04.2020
Payment for conducted audit services of expenses performed by IFES field office and NYCM during the period 01.01.2020 - 31.12.2020	31.03.2021	30%	31.04.2021
Payment for conducted audit services of expenses performed by IFES field office and NYCM during the period 01.01.2021 - 31.12.2021	31.03.2022	30%	31.04.2022
Payment for conducted audit services of expenses performed by IFES field office and NYCM during the period 01.01.2022 - 31.12.2022	31.03.2023	30%	31.04.2023
Payment for conducted audit services of expenses performed by IFES field office and NYCM during the period 01.01.2023 – 30.06.2023	31.08.2023	5%	31.09.2023

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective vendors must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

5.2 Geographic Code (applicable to USAID funding only)

5.3 IFES' project in North Macedonia License, Clearance and Approvals

The prospective vendors will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

6 QUALIFICATIONS & REFERENCES

Prospective vendors must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
 - Full legal name and address of the company
 - Corporate and tax registration documents
 - Year business was started or established
 - Full name of the legal representative (president or managing director) of the company
 - Name of any individuals or entities that own 50% or more of the company
 - U.S. companies must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
 - No subcontracting is allowed under this solicitation.
2. Evidence of successful completion of a project of a similar size and complexity.
3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
4. Prospective vendors must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work. Scope of Work.
5. A certification signed by an officer or authorized representative that the prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Prospective contractors must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Prospective contractors must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in Macedonian Denar (MKD). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item.

No.	Item Description	Technical Specifications	QTY	Unit	Unit Price MKD	Total Price MKD
Group 1						
1.						
2.						
	Subtotal Group 1					
Group 2						
3.						

4.						
Subtotal Group 2						
Group 3						
5.						
6.						
Subtotal Group 3						
Total					MKD	
Taxes (if applicable)					MKD	
Grand Total					MKD	

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective vendor to enter into a non-disclosure agreement.

8.2 No Collusion

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

8.3 Companies Owned or Controlled by Government

The prospective vendor must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

8.4 Subcontracting

No subcontracting is allowed under this solicitation.

8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor/vendor or third parties, in connection with the Response.

8.6 Intellectual Property

Prospective vendors may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.7 Prospective Contractors' Responses

All accepted Responses shall become the property of IFES and will not be returned.

8.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.9 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]