



## Invitation to Tender (ITT)

8<sup>th</sup> February 2023

Invitation to Tender (ITT) # PO10058/01/2023/001  
ITT name: Financial Audit - POTENCIAR  
Submission deadline: 21<sup>st</sup> February 2023

Dear Tenderer,

Chemonics Group UK Ltd (Chemonics) invites you to submit a Tender for the financial audit of POTENCIAR, the pillar 1 of the Transparency and Accountability for Inclusive Development programme in Mozambique funded by the United Kingdom Foreign, Commonwealth and Development Office.

In addition to this Letter of Invitation, the ITT Pack includes:

- Volume 1 - Key Procurement Information
- Volume 2 - Instructions to Tenderers and Evaluation Criteria
- Volume 3 - Terms of Reference (ToR)/Specifications
- Volume 4 - Annexes
  - Annex 1 - Cover Letter (Declarations)
  - Annex 2 - Chemonics Tendering Requirements and Conditions

Tenderers are required to read “**Chemonics’ Ethical and Business Conduct requirements**” in Annex 2, Section 1 and declare they have understood and adhere to these conditions in the Cover Letter provided in Annex 1.

This ITT does not obligate Chemonics to execute a contract, nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals.

All inquiries or requests for clarifications relating to this ITT must be made through the Procurement Point of Contact (POC) listed in the Key Procurement Information in Volume 1. Please contact the POC immediately if any of the ITT documents are missing.

Sincerely,

Rowshan Hannan  
POTENCIAR Senior Programme Director



## Volume 1. Key Procurement Information

<b>ITT number:</b>	<b>PO10058/01/2023/001</b>
<b>Project Name/No.:</b>	POTENCIAR referred to as "Project"
<b>Authority/Chemonics Client:</b>	Foreign, Commonwealth and Development Office (FCDO)
<b>Implemented by:</b>	Chemonics Group UK Ltd.
<b>Description of commodities or services:</b>	Tender to find a supplier to conduct an external financial audit of the POTENCIAR programme in Mozambique.
<b>Issue date:</b>	8 <sup>th</sup> February 2023
<b>Submission deadline:</b>	21 <sup>st</sup> February 2023
<b>Email for electronic submissions</b>	Psu-moz-potenciar@chemonics.com
<b>Contract type/Pricing methodology:</b>	Fixed price
<b>Maximum budget for this procurement:</b>	£34,980.00.
<b>Currency of offer</b>	Offers are expected to be expressed in British Pounds
<b>Estimated period of Performance</b>	20 days
<b>Proposal validity period:</b>	30 days
<b>Anticipated date of award:</b>	3 <sup>rd</sup> March 2023
<b>Anticipated date of mobilisation:</b>	6 <sup>th</sup> March 2023
<b>Country where Commodities /Services will be delivered</b>	Mozambique referred to as "Country of Performance"
<b>Procurement point of contact:</b>	Lucy Kozmova referred to as "POC"
<b>Chemonics contact details for the Tenderer or Tenderer Personnel to notify any potential conflict of interest, safeguarding, anti-bribery and corruption or any other compliance concerns</b>	Chemonics Office of Business Conduct Email: <a href="mailto:businessconduct@chemonics.com">businessconduct@chemonics.com</a> Online: <a href="http://www.chemonics.com/reporting">www.chemonics.com/reporting</a> Phone/Skype: 888.955.6881 WhatsApp: (+1) 202.355.8974

By submitting a Tender in response to this ITT, the Tenderer represents that they have read, acknowledge, understood, agree to, and will act in accordance with the terms set forth in this ITT, including the "Terms and Conditions of the Tender", as may be modified from time to time, which can be found in Annex 2, Section 3.

## Volume 2: Instructions to Tenderers and Evaluation Criteria

### 1. Introduction:

The goal of the POTENCIAR (Project) is to increase government transparency, accountability and responsiveness to civic demands around improving the delivery of services in Mozambique. The Commodities or Services to be procured under this ITT are required for the Project's implementation as further explained under Volume 3 -Terms of Reference. The Project anticipates issuing a Fixed Price Purchase Order for Services.

Tenderers are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this ITT.

### 2. Submission Procedure for Tenders:

Tenderers shall submit their tenders electronically by the submission deadline and at the email address in Volume 1- Key Procurement Information. The Technical and the Commercial tender must be submitted separately, and the technical proposal must not have any references to cost information.

Electronic submission of the tender must not exceed 3 attachments (5 MB limit) per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Tenderers must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The font size chosen for your tenders must not be less than Arial font size 10.

### 3. Eligibility Requirements

- a. The Tenderer must be an organisation incorporated or legally organised under the laws of its place of business and must have proper licenses or registration to deliver the Commodities or Services in the Country of Performance.
- b. No commodities or services shall be eligible for payment if provided by a vendor included on any list of suspended, debarred, or ineligible bidders used by the United Kingdom or the United States Government.
- c. Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If tenders include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.
- d. Tenderer must submit the self-declarations and representations included in Annex 1 and shall pass Chemonics due diligence process.

- **Evaluation and Award:**

An award will be made to the Tenderer whose proposal is determined to be responsive to this solicitation document and represents value for money to the Project.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

<b>Technical Evaluation Criteria</b>	<b>Maximum Score</b>
<b>1. Technical Approach and Methodology:</b> a. Does the proposal clearly explain and responds to the objectives of the Project as stated in the Terms of Reference?  b. Does the proposed approach and detailed activities and timeline fulfil the requirements of executing the Scope of Work effectively and efficiently?	25
<b>2. Delivery schedule:</b> tenders will be evaluated based on the proposed delivery times (in calendar days). As time is of the essence, maximum score will be given to the tender that proposes the shortest delivery time. Chemonics reserves the right to eliminate tenders which deem to have proposed an unrealistic delivery schedule.	25
<b>3. Corporate Capability:</b> Does the Tenderer have the corporate capabilities, technical and administrative capacity to perform the Work?	25
<b>4. Past Performance:</b> Does the Tenderer have previous experience providing services in similar size and scope?	25
Total Technical score	
<b>Commercial Criteria</b>	
<b>The commercial proposal (Price) will not be scored.</b> Cost/Price will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, the commercial proposal will become the determining selection factor. Chemonics will award a contract to the Tenderer whose proposal represents value for money to Chemonics. Chemonics reserves the right to award to a higher priced Tenderer if a determination is made that the higher technical evaluation of that Tenderer merits the additional cost/price.	N/A

## **5. Tender details**

The following is the information required to be considered a responsive tender:

**5.1 Cover letter:** All tenders without exception must include a cover letter using Annex 1 as a basis. The cover letter includes the Vendor's declaration and must include all documentation necessary for Chemonics to do its due diligence process. The declaration must be signed by an authorised representative of the company. Chemonics reserves the right to request additional documentation as part of its due diligence.

### ***5.2 Technical Proposal***

A technical proposal including:

- Presentation of the Auditor and/or the firm including accreditation
- Presentation of the team with curriculum vitae (no longer than 2 pages per team member)

- Relevant prior experiences of auditing donor-funded programmes
- Approach to the financial audit addressing the objectives, scope and requirements
- Delivery schedule
- Work planning

### 5.3 Commercial proposal

A detailed budget proposal including fees and expenses for the work incurred, with a detailed breakdown of team members LOE.

The commercial proposal is used to determine which proposals represent value for money and serves as a basis of negotiation before award of an agreement.

The price of the Agreement to be awarded will be all-inclusive price. No profit, taxes, or additional costs can be added after award therefore these costs must be included in the proposal budget.

All items, services, etc. must be clearly labelled and included in the total offered price. All cost information must be expressed in the currency in the Key Procurement Information in Volume 1.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of a Tenderer's proposed cost.

Under no circumstances may cost information be included in the technical proposal.

## **Volume 3. Terms of Reference – POTENCIAR External Financial Audit**

### **Introduction**

POTENCIAR is the Pillar 1 of TAclD (Transparency and Accountability for Inclusive Development), an FCDO-funded programme that aims to address accountability and governance issues that are undermining the delivery of basic services in Mozambique. Collaborating with various actors including citizens, civil society, communities, service users, providers, and local, provincial and national government authorities, the programme supports pro-accountability initiatives aimed at strengthening civic engagement and supporting multi-stakeholder coalitions to contribute to improvements on the provision of key basic services. The programme started on 9 November 2020 and is currently expected to end on 31 March 2024. The contract value is £6,907,829.

POTENCIAR is implemented by a consortium of organisations led by Chemonics, partners include Centro de Aprendizagem e Capacitação da Sociedade Civil (CESC), COWI, the Institute of Development Studies (IDS), and FHI 360 UK who contribute expertise and technical inputs into various programmatic areas. POTENCIAR is managed by the Programme Management Unit (PMU) in Mozambique, and the Programme Support Unit (PSU) in the United Kingdom. The PMU is responsible for the planning, implementation, and monitoring of programme activities in-line with contractual requirements. The PSU is responsible for providing support and quality assurance to the PMU to ensure that activities and deliverables are aligned with the client and Chemonics requirements. The PSU is also the primary focal point with the FCDO on contractual management, financial and safeguarding areas.

Chemonics is seeking an external financial audit expert to carry out an audit of the programme (Pillar 1 of TAclD only). This engagement will cover the period 9 November 2020 to 28 February 2023.

In these ToR the following terms apply:

- 'Audit' or 'engagement' refers to this assurance engagement which is a financial audit.
- 'Programme' refers to the programme subject to audit as per the scope, the Programme is named POTENCIAR.
- 'Head Contract' refers to the Contract for Supplier Services signed between FCDO and Chemonics Group UK Ltd and its relevant annexes.
- 'Contractual Conditions' refers to the conditions, rules, criteria which are set out in a FCDO funded contract.
- 'Financial Report' refers to the Financial Report which presents the actual expenditures incurred for the Programme for a specified period. These expenditures are the subject of this audit.

- 'Auditor' refers to the audit firm contracted for performing this audit and for submitting a report to Chemonics Group UK Ltd. 'Auditor' can refer to the person or persons conducting the audit, usually the engagement partner or other members of the engagement team. The engagement partner is the partner or other person in the firm who is responsible for the engagement and its performance, and for the report that is issued on behalf of the firm, and who has the appropriate authority from a professional, legal, or regulatory body.
- 'Entity' refers to the entity subject to audit, being Chemonics Group UK Ltd. It is the organisation responsible for implementing the Programme, which is using the funds for the Programme, and which is required to report on the Programme and the use of funds. Chemonics Group UK Ltd has offices in 1 Benjamin Street, EC1M 5QL

## Audit Objective

The objective of the audit is to enable the auditor to express a professional opinion on the financial position of the Programme and of the funds received and expenditures for the reporting period, as reported by Chemonics Group UK Ltd and in particular to confirm that the reported expenditure has, in all material respects, been used in conformity with the provisions of the Head Contract, including any amendments thereto as contained in implementation letters, and any applicable guidelines in force and applicable to the audit scope, and with due attention to economy and efficiency.

## Scope

The audit will take place in POTENCIAR's office(s) in Mozambique.

The audit will be carried out in accordance with international standards of auditing. It will include such tests and controls as the auditor considers necessary, including a review of files and other relevant documents. Representative sampling may be used as the auditor considers necessary. This exercise is required to give full and satisfactory audit discharge to the Programme expenditure from 9 November 2020 to 28 February 2023. The auditor will be tasked with providing an independent opinion on the following:

- Items and services have been procured in accordance with the guidelines included in the head contract and Chemonics procurement policies.
- Necessary supporting documents, records and accounts have been kept in respect of Programme expenditure.
- Establish whether the funds in the POTENCIAR programme account were deposited, transferred, and expensed properly in compliance with FCDO guidelines and other relevant financial policies and procedures as stipulated under the head contract.
- Establish whether the entity was compliant with procedures designed to provide assurance of detecting misstatements due to errors or fraud.
- Examine the invoices submitted and verify these have been prepared in accordance with the purposes defined.

- Establish the physical existence of FCDO-funded Programme assets per the asset register, their conditions, and locations.
- Establish whether the systems, procedures, and controls, contractual or otherwise, adopted by the POTENCIAR programme are efficient, effective, and transparent.
- Establish whether improvements to the POTENCIAR programme systems, procedures and controls can be made as a result of the findings of this audit.

## Requirements for the Auditor

### Required:

- The Auditor and/or the firm is a member of a recognised national, and/or international, accounting body or institution.
- The Auditor and/or the firm will employ a staff with appropriate auditing qualifications and professional experience with international standards on auditing.
- The Auditor and/or the firm will employ staff with experience of auditing international development programmes funded by the FCDO or other donors.

### Desirable:

- The Auditor and/or the firm is located in Mozambique
- The Auditor and/or the firm will employ staff with a working knowledge of Portuguese

## Methodology

The approach should include but not be limited to:

- Hold separate pre-engagement meetings with the Entity to present an outline of the planned approach for conducting the exercise.
- Request and hold formal interviews with the POTENCIAR's Programme Management unit (PMU) and Programme Support Unit (PSU) with a view to forming an understanding on the effectiveness of the internal control system in the management of the Programme.
- Examine the financial transactions and of the Programme and supporting documents for the above period
- Review the procurement process and procedures
- Express an opinion on the cost effectiveness, accuracy, and completeness (i.e., value for money) of the financial transactions for the period under review.
- Prepare audit documentation and obtain sufficient appropriate audit evidence to support audit findings and draw reasonable conclusions.
- Bring to the attention of Chemonics any suspected fraud or irregularity that arises during the audit and communicate matters that have come to attention during the audit which might have a significant impact on the implementation of the Programme.



## Reporting

- The financial audit report should be presented in English.
- The financial audit report must include an audit opinion, statement of compliance with FCDO terms and conditions as contained in the prime contract, a verification report on programme funded assets and a detailed management letter with comments, observations and recommendations

## Deliverables

Task/Deliverable	Timing
Draft audited financial report	24 <sup>th</sup> March 2023
Final audited financial report	31 <sup>st</sup> March 2023

## Budget

The indicative budget for the evaluation is £34,980.00 in total inclusive of all costs (fees, all expenses including travel expenses and taxes).

## Timing

The work is expected to commence no later than 6<sup>th</sup> March 2023. The auditor is expected to submit first draft of report by 24<sup>th</sup> March 2023 and the final report not later than 31<sup>st</sup> March 2023.

## How to apply

Interested applicants should send the following to [psu-moz-potenciar@chemonics.com](mailto:psu-moz-potenciar@chemonics.com) by deadline date.

A technical proposal including:

- Presentation of the Auditor and/or the firm including auditing accreditation
- Relevant prior experiences of auditing donor-funded programmes
- Approach to the financial audit
- Delivery schedule
- Presentation of the team with curriculum vitae (no longer than 2 pages per team member)
- Work planning

A commercial proposal including fees and expenses for the work incurred, with a detailed breakdown of team members LOE.

Selection and contracting will take place between 27<sup>th</sup> February and 3<sup>rd</sup> March.

## Annex 1 Cover Letter

[Tenderer: Insert date]

[Insert name and contact information of point of contact for ITT]

Reference: Invitation to Tender [Insert ITT name and number]

Subject: Declarations

Dear [Insert name of point of contact for ITT]:

[Tenderer: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Tenderer

Name of Organization's Representative

Taxpayer Identification/VAT Number

Address

Telephone

E-mail

Type of Organization\*

*\*Commercial, Non-profit, Educational, Other*

Small, medium, or micro enterprise (SME)?\*\* ☐ Yes ☐ No

*\*\*An SME is defined in accordance with the European Commission as having less than 250 persons employed and an annual turnover of up to EUR 50 million, or a balance sheet total of no more than EUR 43 million.*

As required in the Key Procurement Information, we confirm that our tender, including the commercial proposal will remain valid for [insert number of days] calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the ITT:

[Tenderers: It is incumbent on each Tenderer to clearly review the ITT and its requirements. It is each Tenderer's responsibility to identify all required annexes and include them]

- Copy of registration or incorporation in the public registry, or equivalent document from the government office where the Tenderer is registered.
- Copy of company tax registration, or equivalent document.
- Copy of trade license, or equivalent document.

As part of our offer [Name of Tenderer] provides the following self-declarations:

- [Name of Tenderer] is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments.
- [Name of Tenderer] has adequate financial resources to manage this contract.
- [Name of Tenderer] is up to date with its tax, social and labour obligations.
- [Name of Tenderer] certifies that our organisation currently maintains all insurances required by the governing law applicable to our jurisdiction and appropriate to the services/commodities we will be providing under the prospective contract.
- [Name of Tenderer] certifies that in carrying out the services mentioned below, equipment or services produced by the following companies will not be procured for use by Chemonics: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company.

- [Name of Tenderer] ☐ has ☐ does not have any close, familial, or financial relationships with Chemonics staff. For example, if a Tenderer's cousin is employed by Chemonics, the Tenderer must state this.
- [Name of Tenderer] ☐ has ☐ does not have any family or financial relationship with other Tenderers submitting proposals. For example, if the Tenderer's father owns a company that is submitting another proposal, the Tenderer must state this.
- [Name of Tenderer] ☐ is ☐ is not aware of any conflict of interest due to the participation in the ITT and prospective contract.
- [Name of Tenderer] certifies that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other Tenderer or competitor for the purpose of restricting competition.
- [Name of Tenderer] certifies that all information in the proposal and all supporting documentation are authentic and accurate.
- [Name of Tenderer] certifies understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks contained on page 2 of this ITT.
- [Name of Tenderer] understands the personal data requirements under this contract and can implement the appropriate technical and organisational measures to comply with applicable data protection laws (i.e GDPR, DPA 2018) and to ensure the protection of the rights of data subjects.

Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below:

- |   |  |                          |
|---|--|--------------------------|
| • Participate in a criminal organization                        | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |
| • Corruption  | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |
| • Fraud   | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |
| • Terrorist offences or offences linked to terrorist activities | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |
| • Money laundering or terrorist financing                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |
| • Child labour and other forms of human trafficking             | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |

☐ I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

[TENDERERS: *Delete this section prior to signature.* This self-declaration is used by Chemonics to assess that Tenderers meet our expectations of our supply partners. If you seriously misrepresent any factual information in this Annex 1, and so induce Chemonics to enter into a contract, you may be excluded from the procurement procedure and from partnering with Chemonics in the future. If a purchase order has been entered into, the contract may be terminated for default].

By submitting this Tender, we explicitly consent to all requirements and conditions stipulated in ITT and declare that we will continue to comply therewith throughout the entirety of the contract period. Furthermore, we confirm that we offer the rates as provided in the attached Tender.

Sincerely yours,

\_\_\_\_\_  
Signature

[Tenderer: Insert name of your organization's representative]

[Tenderer: Insert name of your organization]

## **Annex 2 - Chemonics Tendering Conditions:**

The following Ethical and Business Conduct requirements, Definitions and Terms form a material part of the ITT.

### **Section .1 Ethical and Business Conduct Requirements**

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/> and the FCDO Supplier Code of Conduct available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/926545/Supply-Partner-Code-of-Conduct-FCDO-oct20.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/926545/Supply-Partner-Code-of-Conduct-FCDO-oct20.pdf).

Chemonics does not tolerate fraud, collusion among Tenderers, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to Chemonics' Client.

Tenderers will ensure they comply with all applicable laws and regulations in force of the country in which the Tenderers is registered and the country where the services are to be wholly or partially performed, including, but not limited to tax laws, environmental, legal, and social obligations, anti-corruption laws, anti-bribery laws and anti-terrorism laws. The Tenderers also represents that neither it, nor to the best of its knowledge any of its personnel, servants or agents or any person acting on its behalf, have at any time prior to and during the term of this proposal appeared on the Home Office Proscribed Terrorist Organisations List and/or the Consolidated United Nations Security Council Sanctions List.

The Tenderers must certify that the Tenderers, or its principals, is not debarred, suspended, or proposed for debarment or declared ineligible for award by any UK department or agency or by the U.S. OFAC (Office of Foreign Assets Control List) of Specially Designated Nationals and Blocked Persons at <http://www.treas.gov/offices/enforcement/ofac/sdn>.

Chemonics takes a zero-tolerance approach towards human trafficking consistent with the United Kingdom Government's anti-trafficking and safeguarding efforts guided by Safeguarding Vulnerable Groups Act 2006. The Tenderers shall therefore comply with, all applicable anti-slavery and human trafficking laws, statutes, regulations, and codes from time to time in force including the Modern Slavery Act 2015.

The Tenderers warrants that at the time of submitting this proposal they are not aware of any present or future matter that may give rise to any real or perceived conflict of interest with this proposal and/or the Project. If a real or perceived conflict of interest arise, the Tenderers will notify Chemonics immediately in writing.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to Chemonics' Client. In addition, Chemonics will inform its Client of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Please contact the Point of Contact or Chemonics Office of Business Conduct listed in the Key Procurement Information with any questions or concerns regarding the above information or to report any potential violations.

## Section 2. ITT Definitions

The following definitions apply to Chemonics invitations to tender as applicable:

- a. "Agreement" refers to a contract that will be executed as a result of this tendering process between Chemonics (Buyer) and the selected Tenderer (Seller). It can be a Subcontract, or a Vendor Agreement as defined below.
- b. "Anticipated date of award" is the date that Chemonics expects to sign the Agreement with the Vendor/Subcontractor.
- c. "Anticipated date of mobilisation" is the date Chemonics expects the Vendor/Subcontractor to commence work.
- d. "Authority or Chemonics Client" means an entity that has contracted Chemonics to implement the Project referenced on the cover page.
- e. "Chemonics" acting as the "Buyer" means Chemonics Group UK Ltd. or a branch or subsidiary implementing the Project.
- f. "Commodities" means the supplies or items set out in Volume 3 and such other items as the parties may agree in writing from time to time to be delivered by the Vendor/Subcontractor.
- g. "Country of Performance" means the country(ies), identified in the Key Procurement Information, where the Services are rendered and/or Commodities will be used.
- h. "Eligible Vendor/Subcontractor" means an entity that complies with the ITT eligibility requirements and that has passed Chemonics due diligence process.
- i. "FCDO" means Foreign Commonwealth & Development Office and includes any successor departments of the U.K. Government.
- j. "Framework agreement or Blanket Purchase Agreement (BPA)" is a draw-down or umbrella type agreement that establishes the pricing, terms, and conditions for the as-needed purchases. This agreement allows the Project to issue specific purchase orders, on an as-needed basis, for the procurement of Commodities/Services over the Period of Performance. Chemonics is only obligated to pay for Commodities/Services ordered through purchase orders issued under this agreement and delivered by the Vendor in accordance with the terms & conditions. All unit prices included in the Tender must remain fixed for the initial Period of Performance of the Framework.
- k. "In-Person Presentations" means an invitation for the best ranked Tenderers to present their proposed technical proposal.
- l. "ITT Clarifications" is the opportunity Tenderers have to ask questions on the ITT. Questions or clarifications shall only be sent to the Point of Contact and no later than the date and time specified in the Key Procurement Information. To ensure equity, responses will be notified to all Tenderers (where deemed appropriate by Chemonics) without disclosure of the initiator. Only written answers from Chemonics will be considered official and carry weight in the tendering process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics or any other party, will not be considered official responses regarding this ITT.
- m. "ITT Conference day" means a conference set prior to the Submission deadline where Tenderers are invited to discuss the conditions of the ITT and the Terms of Reference.
- n. "Legal Services Agreement or LSA" constitutes a contract issued to provide legal advice for Project implementation on an as-needed basis.
- o. "Maximum Budget" is the maximum amount available or authorised for the total procurement. Tenders are expected to be below this amount unless specified in the ITT.

- p. "Plug Figure" is an amount of money that the Project expects to be budgeted or reflected in the proposed budget. i.e., travel costs for £25,000 or a programmatic audit for £5,000.
- q. "Proposal validity" means a period, expressed in calendar days, in which proposed prices must remain valid after the ITT deadline. If an evaluation process is delayed, Chemonics reserves the right to request extension of the offer validity period.
- r. "Project" is the project that Chemonics is engaged to deliver pursuant to the provisions of the Prime Contract.
- s. "Purchase Order or PO" constitutes an agreement issued which includes a description of the Commodities and/or Services and the Schedule of Prices stipulated for the individual order.
- t. "Services" means the services set out in Volume 3 to be delivered by the Vendor/ Subcontractor.
- u. "Subcontract" means a contractual agreement for services or facilities which *are material* for the provision of services under the head contract with the Authority.
- v. "Subcontractor" means the entity selected by Chemonics to supply the Commodities and/or Services under a Subcontract resulting from this ITT.
- w. "Time and Materials Vendor Services Agreement or VSA" constitutes a contract issued which includes a description of the Services and the Workdays being Ordered. The Schedule of Prices is expressed in Time (Gross daily rates) and Materials (expenses).
- x. "Transportation Services Agreement or TSA" constitutes a contract issued to provide transportation (car plus driver) for Project implementation.
- y. "Tenderer" means the entity submitting a tender or bidding under this ITT.
- z. "U.K." means the United Kingdom including its provinces, states, and territories.
- aa. "U.S." or "United States" means the United States of America, including any State(s) of the United States, the District of Columbia, and areas of U.S.-associated sovereignty, including commonwealths, territories, and possessions.
- bb. "Value for Money or VfM" is defined as the "optimum combination of whole-life cost and quality to meet requirements in a fully transparent manner". The concept of VfM also includes the "4 E".
  - i. Economy: ensuring how teams will gather up-to-date information on cost drivers to deliver the most economical approach.
  - ii. Efficiency: project learning exercises reflect operational lessons to improve efficiency of the delivery strategy.
  - iii. Effectiveness: present Key \Performance Indicators (KPI) and project indicators that show how the project is achieving results.
  - iv. Equity: how the project is addressing gender equality, disability, and leaving no one behind.
- cc. "Vendor" means the entity selected by Chemonics to supply the Commodities and/or Services under a vendor agreement resulting from this ITT. Examples of vendor agreements are PO, VSA, TSA, LSA as defined herein.
- dd. "Vendor Agreement" means a contractual agreement for ancillary services or commodities which *are not material* for the provision of services under the head contract.

### Section 3. Terms and Conditions of the Tender

The following terms and Conditions apply to this ITT

- a) This is an invitation to tender (ITT) only. Issuance of this ITT does not in any way obligate Chemonics, the Project, or Chemonics Client to make an award or nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. \*
- b) Chemonics may cancel this ITT at any time.
- c) Late tenders may be considered at the discretion of Chemonics.
- d) Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.
- e) If there are significant deficiencies regarding responsiveness to the requirements of this ITT, a tender may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.
- f) Complaints/Appeals: The Tenderer agrees that any complaint or appeal hereunder must be presented—in writing with full explanations—to the Point of Contact in the Key Procurement Information in Volume 1 for consideration. Chemonics, at its sole discretion, will make a final decision on the complaints/appeals for this procurement. By submitting a Tender hereunder, the Tenderer understands that the Authority/Chemonics Client is not a party to this solicitation and will not entertain appeals from Vendors/Subcontractors. \*
- g) Tenders must provide their best offer. It is anticipated that award will be made solely based on these original offers. However, Chemonics reserves the right to conduct negotiations with and/or request clarifications from any Tenderer prior to award.
- h) The Agreement issued by Chemonics will contain provisions required by the Authority and will be subject to Chemonics’ standard terms and conditions. A copy of the full terms and conditions is available upon request. \*
- i) An Agreement resulting from this ITT will only be issued to the entity submitting the tender in response to this ITT; payments for Commodities or Services provided under such will not be issued to a third party. \*
- j) For Framework agreements only: Any award resulting from this ITT will be in the form of a Framework Agreement (FA). The Project anticipates issuing a FA (or multiple FAs) under which specific purchase orders can be issued—on a demand driven basis—at the pricing levels established in the FA. When the need arises for the commodities/services described in the FA, the Project will issue a purchase order to the FA-holder. If there are multiple FA-holders as a result of this ITT, the purchase order will be issued to the FA-holder that presents value for money for that specific order, based on price and delivery time.
- k) Tenders are encouraged to view [Chemonics Data Privacy Policies](#) to see how we process your personal data. \*