TENDER DOSSIER.

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TENDER DOSSIER.
END OF PROJECT AUDIT – UGA0108
TENDER DOSSIER REF No: TD / AUDIT/ 2024 / 001.

Johanniter International Assistance is completely against fraud, bribery, and corruption. We do not ask money for bids. If approached for money, other favours or if you have any suspicions of attempted fraud, bribery or corruption please report immediately to email: feedback.hq@johanniter.de

About Johanniter International Assistance.

Johanniter is a German Christian Not for profit non-governmental Organisation with Federal Headquarters (HQ) based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting projects in Health, Nutrition, WASH as well as Food Security & Income Generation worldwide. (www.thejohanniter.org) In Uganda, Johanniter implements through its partners in West Nile Sub region and Northern region.

Timelines Subject to Changes.

S/n	Item	Date, year, time, and time-zone
1.	Bid Notice – through Relief Web.	18th of September, 2024, (8:00 am EAT Time Zone.)
2.	Request for Tender Dossier and Clarifications.	18th of September, 2024 to 24th of September, 2024, (8:00 am – 5:00 Pm EAT Time Zone.)
3.	Closing date	27th of September, 2024, (5:00 pm EAT Time Zone.)
4.	Opening of Offers and Evaluation (Internal Procedure).	1st of October, 2024, (8:00 am EAT Time Zone.)

1 Supply / Service Requirement

Johanniter International Assistance invites prospective bidders to reply to this Tender Dossier and submit their responsive bids for **Provision of End of Project Audit Services.** The technical parameters must meet our Terms of Reference (ToR) / Requirements.

2 Terms of Tendering Process.

Johanniter International Assistance acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate in this tender process for **Provision of End of Project Audit Services.** This process is being conducted under Johanniter International Assistance's Procurement guidelines.

a. Conditions of Tender Document SUBMISSION

All interested vendors must respond to all requirements set out in this document and failure to adhere to the conditions set out will result into rejection of their bid.

- This tender process shall follow Johanniter's Procurement guidelines and policy and reserves the right to deal with any offer of its choice or any or all parts of the offer.
- Johanniter International Assistance is not bound to accept the lowest, or any bid submitted and can terminate this competition at any stage.
- This invitation to tender is not a contract or an offer to contract, but an invitation to tender for the selection of one.
- Johanniter reserves the right to alter the dates of the timetable.
- Canvassing of Johanniter staff in relation to this tender will result in disqualification of that individual or company.

- Opening of offers is not open to the public and Johanniter will inform each respondent of the results of the decision of their offer upon request.
- Johanniter is not obliged to justify or explain the selection to any applicant.
- Bids submitted in another manner other than that specified in the tender document shall be rejected.
- Johanniter is not obliged to justify or explain selection to any respondent.
- All documentation must be submitted in English.
- All bids must be accompanied by a signed declaration of suppliers provided by Johanniter.
- Johanniter will perform reference checks to validate information provided by selected suppliers during the evaluation process before awarding the contract. Submission or falsification of information that could mislead Johanniter it its decision making will lead to automatic disqualification.
- In the event of an Arithmetical error in Prices, the evaluation committee will consider the Unit Price multiplied by the quantity to obtain the total price in the financial offer.
- Any conflicts of interest involving a bidder must be fully disclosed to Johanniter International Assistance particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the bidders.
- Unsuccessful bidders will be notified.
- Johanniter International Assistance's standard payment terms are by bank transfer or cheque within 30 days after satisfactory implementation and receipt of documents in order.
- This document is not construed in any way as an offer to contract.
- Johanniter International Assistance and all contracted suppliers, and their subcontractors, associates or partners must act in all its procurement and other activities in full compliance with donor requirements and the highest ethical standards.
- All prices shall be quoted in **UGX (Uganda Shilling).**
- Johanniter may request samples, presentations, visit suppliers during the evaluation process or after the award of the contract in order to ensure quality of services meet the end-user requirements.
- The tenderer shall bear all costs associated with the preparation and submission of the tender. Johanniter will not be responsible or liable for those costs, regardless of the conduct and/ or outcome of the tendering process.

3 Clarification of Tender Documents.

- Johanniter has taken great care to be as clear as possible in the language used to compile this tender document. In case, any confusion arises out of the meaning or interpretation of any words used in this document, Johanniter will not accept responsibility for any misunderstanding or misinterpretation.

- Additional information or clarification can be obtained in writing by e-mail to Becky.Aitaru@thejohanniter.org and copy Abdul.Salam@thejohanniter.org with the subject line CLARIFICATION REQUEST – "**Provision of End of Project Audit Services.**". A response will be shared through email to all prospective suppliers and any request should be received earlier than 5 days before the deadline of submission of applications.

4 Amendment of Tender Document.

- At any time prior to the deadline for submission of the bids, Johanniter may, for any reason (s), whether at its initiative or in response to a clarification requested by a prospective applicant, Johanniter International assistance may amend the tender document. The addendum thus issued shall be part of the tender documents and shall be communicated in writing to all prospective bidders. Prospective bidders shall promptly acknowledge receipt of each addendum in writing. In order to afford prospective applicants reasonable time to take an addendum into account in preparing their applications, the organization may at its discretion, extend the deadline for the submission of bids.

5. Submission of Proposal.

Interested consultants should submit their proposals online to Johanniter by **27th of September, 2024** through the following address: hr.uganda@thejohanniter.org

Important:

- Offers received after the deadline date and time will not be considered.
- All responses will be opened by the Johanniter International Assistance Evaluation Committee, and all Bidders will be notified of the results.

By submitting an offer under this Tender Dossier, the Tenderer hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform Johanniter International Assistance of any changes in status of these matters.

1. The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor has entered an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.
2. The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.
3. Neither the bidder, a director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct during their business.
4. The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Ireland or any other state or country in which the bidder is located or doing business.
5. Neither the bidder, a director or Partner has been found guilty of fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agency
6. The tenderer has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

6. Eligibility, Evaluation Process & Award Criteria

Tenderers will be considered for participation in the Contract subject to the following qualification process:

Evaluation Criteria.	
A	**Administrative Evaluation**
A1	**Administrative Criteria.** **(**The first phase of evaluation of the Reponses will determine whether the tender has been submitted in line with the administrative instructions and meets the essential criteria. Only those tenders meeting the essential criteria will go forward to the second phase of the evaluation.)
	1. Closing Date: Proposals must have met the deadline stated or such revised deadline as may be notified to Tenderers by Johanniter International Assistance. Tenderers must note that Johanniter International Assistance is prohibited from accepting any proposals after submission deadline. **2. Submission Method:**

	Proposals must be delivered in a method specified in Tender Dossier. Johanniter International Assistant will not accept responsibility for tenders delivered by any other method. Responses delivered in any other method may be rejected. **3. 30 days tender validity.**
A2	**Essential Criteria** (Minimum mandatory requirements of specifications of the tender.)
	● Company Registration Certificate ● Tax registration certificates ● ICPAU License. ● Certificate of Practice. ● Lead Auditor should be CPA Certified ● Technical proposal (Audit Methodology) ● Financial proposal ● At least Five (5) traceable contactable references for the last 5 most recent project audit carried by the firm. ● Banking details. ● Duly signed and stamped copy of the declaration of suppliers. ● Duly signed and stamped copy of TOR.
B	**Technical Evaluation (40%).**
B1	Demonstrated / similar experience in the last 5 years with INGOs, International Organizations, Governments or the UN Humanitarian Response and development work in Uganda Context. *(Provide dully signed evidence of audit reports.)* = ***30 %***
B2	Proposed Work-plan. = 1**0 %.**
C	**Financial (60%)**
C1	The most economical offer will score the highest.

7. TECHNICAL SPECIFICATIONS.

Background Rationale

Johanniter International Assistance implements and manages humanitarian and development projects throughout the country and regional offices worldwide. Johanniter International Assistance has been active in Uganda since 2017 and operates a Country Office (Kampala), which implements humanitarian projects and Programs with focus on health, livelihood, WASH among others, together with partner organizations.

Specifications.

Please refer to attached End of Project Audit Services Terms of Reference (ToR).

8. FINANCIAL OFFER

Please attach your financial offer as per descriptions below;

"Please Note Prices Offered will be fixed for a period 60 days without change."

Sn	Description	Est Qty	Unit	Unit Price (Ugx)	Total Price (Ugx)
	Provision of End of Project Audit Services				
1	Professional fees (including data enumerators' costs)				
2	Logistical fees				
	Sub Total				
	Tax Applicable				
	Total Amount				

Please Note;
The unit price provided in the table above will be multiplied with assigned quantities to come up with a total Framework contract value which will be used for call off orders.

9. DECLARATION OF SUPPLIERS.

DECLARATION OF SUPPLIERS

We _____ [company name] _____ herewith declare that

a) we do respect basic social rights and working conditions based on international labour standards and condemn the exploitation of child labour;

b) we are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

c) we have not been convicted of an offence concerning our professional conduct by a judgment which has the force of res judicata;

d) we have not been guilty of grave professional misconduct;

e) we have fulfilled all obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with the Federal Republic of Germany or those of the country where the contract is to be performed;

f) we have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to Johanniter's financial interests;

g) following another procurement procedure carried out by Johanniter or another contracting authority, we have not been declared to be in serious breach of contract for failure to comply with our contractual obligations;

h) we are not subject to a conflict of interest with regard to this tender. We declare that the price on the bid attached is a market competitive offer from my organization, and we are submitting to this procurement process without any conflict of interest, or the provision / receipt of any commission, gift, bribe, gratuity or remuneration of any kind.

i) we are not guilty of misrepresentation in supplying the information required by Johanniter as a condition of participation in the contract procedure.

j) we do not perform any act or omit to perform any act, including any misrepresentation, in order to knowingly mislead, or attempt to knowingly mislead JOHANNITER and/or any other party to obtain a financial or other benefit or to avoid any obligation ("Fraudulent Practice");

k) we do not offer, give, receive or solicit, directly or indirectly, or attempt to offer, give, receive or solicit, directly or indirectly, anything of value to improperly influence the actions of JOHANNITER and/or any other party ("Corrupt Practice");

l) we do not enter into any arrangements with any other party or parties that are designed to achieve an improper purpose, including but not limited to improperly influencing the actions of JOHANNITER and/or

any other party or engaging in price fixing ("Collusive Practice", and together with "Fraudulent Practices and Corrupt Practices", "Prohibited Practices").

m) we do not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, whether in cash or in kind, directly or indirectly.

n) we verify that no support or resources are provided to individuals or entities associated with terrorism as designated on the „Consolidated list of persons, groups and entities subject to EU financial sanctions" maintained by the European Commission or by any other similar sanction list of individuals and entities that may be established by the United Nations Security Council or the United States of America.

o) we do not engage in acts that directly support or advance trafficking in persons, including the following acts:

i destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

ii. failing to provide return transportation or pay for return transportation costs to an employee from a country to the country from which the employee was recruited upon the end of employment if requested by the employee.

iii. soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretences, representations, or promises regarding that employment.

p) we do respect applicable law relating to anti-money laundering in the execution of our contracts.

General statements:

1.1 The contractor shall communicate these fundamentals of JOHANNITER's Policy to its management, employees, subcontractors and agents and shall take all reasonable measures to ensure that such persons do not engage in prohibited practices.

1.2 The contractor shall immediately disclose to JOHANNITER any actual, apparent, potential or attempted prohibited practice that the contractor becomes aware of. To that end, the contractor shall fully cooperate, and shall take all reasonable steps to ensure that its management, employees, subcontractors and agents fully cooperate with any investigation of prohibited practices by JOHANNITER, including by complying with all reasonable requests from JOHANNITER to gain access to and inspect any records, documents and other relevant information.

1.3 JOHANNITER is committed to the protection of vulnerable populations in humanitarian crisis, including from sexual exploitation and abuse. By entering into a contract with JOHANNITER, the contractor undertakes to ensure that its personnel, agents and subcontractors conform to the highest standards of moral and ethical conduct.

The contractor expressly acknowledges and agrees that:

a) Any breach of this policy by the contractor or by any of its management, employees, subcontractors or agents constitutes a material breach of the contracts, which entitles JOHANNITER to immediately terminate a contract without incurring any liability to the contractor; and

b) In the event that JOHANNITER were to determine through an investigation or otherwise that a prohibited practice occurred, JOHANNITER shall have, in addition to its right to immediately terminate the contract, the rights to:

i. Apply and enforce the relevant sanctions in accordance with its internal regulations, rules, procedures, practices, policies and guidelines, including referral of the matter to national authorities when appropriate; and

ii. Recover all losses, financial or otherwise, suffered by JOHANNITER in connection with such prohibited practices.

Signed:			
Print name:		Position:	
Company Name:		Date & Stamp	
Address:			

END.