

REQUEST FOR PROPOSAL

**CANADIAN COMMERCIAL CORPORATION (CCC)
Project #100682- North/South Sudan DDR Commissions
(SSDDRC) Support Project**

FOR

**DEPARTMENT OF FOREIGN AFFAIRS AND
INTERNATIONAL TRADE (DFAIT)**

**Audit and Financial Mentoring Services for the South
Sudan DDR Commissions (SSDDRC)**

PROPOSAL CLOSING:

January 27 , 2010 at 2:00 pm EST

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SECTION 1: INSTRUCTIONS TO PROPONENTS

1. SUBJECT

1.1 This section provides general instructions for the Request for Proposals (“RFP”) for Audit and Financial Mentoring Services.

2. DESCRIPTION

2.1 You are requested to forward a proposal as specified within the this RFP in order to meet the requirements of the *Statement of Work* in Annex “A”.

2.2 Annex “D”, *Pricing Table*, hereto attached, must be completed and submitted as part of the proposal. An authorized official of the proponent must sign the first page. As well, the official must initial all other pages submitted.

2.3 Proposals shall remain valid for a period of 90 days from time of proposal closing.

3. SOURCE OF FUNDS

3.1 The funding is provided by the Department of Foreign Affairs and International Trade (“DFAIT”) which is responsible for the administration of the Peacekeeping and Peace Operations Group, pursuant to which assistance, often in the form of in-kind contributions of goods, services, and equipment, is to be delivered to foreign recipients to enable those recipients to respond to civilian protection, conflict prevention and stabilization initiatives in fragile and failed states.

3.2 The Canadian Commercial Corporation (“CCC”) is the administrator of the funds in this project.

4. CONTRACTING/SIGNING AUTHORITY

4.1 The CCC, under a Memorandum of Understanding with the DFAIT, will be managing the service activities in this Project.

Therefore, the Contracting Authority for the contract is:

Canadian Commercial Corporation
50 O’Connor Street, 11th Floor
Ottawa ON K1A 0S6
Patricia Daigneault, Senior Project Manager
Telephone: 613-992-3480 Facsimile: 613-995-2121
E-mail: patricia.daigneault@ccc.ca

The Contracting Authority is responsible for the management of the contract. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

All matters concerning the resulting contract must be discussed with the Contracting Authority. Any changes

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to the scope of the work can only be made through a contract amendment issued by the Contracting Authority.

Where the successful proponent is a non-Canadian supplier, the contract will be signed by Department of Foreign Affairs and International Trade. In the event the successful proponent is a Canadian supplier, the contract will be signed by the Canadian Commercial Corporation.

5. ELIGIBILITY OF PROPONENTS

5.1 Eligible proponents must have an office in Sudan or another African Country and must have provided services in Sudan or another African Country, with over 10 years experience, as well as specific experience in an African context, in auditing / capacity building in low capacity institutions, with their personnel having the ability to live and work in hardship conditions.

6. SUBMISSIONS OF PROPOSAL

6.1 To be considered, proposals should conform to all stated requirements in this RFP.

6.2 Proposals shall be submitted **not later than 2:00 p.m. EST on January 27th, 2010.**

6.3 Faxed or e-mail PDF proposals will be accepted or original hard copy proposals, via courier, and the complete proposal must be received by CCC not later than the time and date set out in Section 6.2.

6.4 Proponents shall submit the information requested and complete the forms as instructed through out this RFP. Maximum number of pages of the proposal is 30, not including cover letter, title page, annexes included with the RFP or Financial Statements to be submitted by the proponent.

6.5 All proposals must be submitted in the English language.

6.9 Proposals are to be submitted to the following address:

Canadian Commercial Corporation
Emerging and Developing Markets
50 O'Connor Street, 11th Floor
Ottawa, Ontario. K1A 0S6

Attention: Patricia Daigneault, Senior Project Manager

Telephone: 613-992-3480 Facsimile: 613-995-2121

e-mail: patricia.daigneault@ccc.ca

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7. COST OF PROPOSAL

7.1 The proponent will bear all costs, of whatever nature, associated with the preparation and submission of its proposal.

8. EVALUATION AND AWARD

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8.1 The evaluation of the proposals will be conducted and will be based on the following:

Mandatory requirements:

- ▶ Proposals are **limited** to local or regional suppliers in Sudan and Africa;
- ▶ Proponents are to be a recognized firm with the audit and financial industry and have over 10 years experience
- ▶ Proponents must propose the names of specific individual(s) who will perform the Audit and Financial Mentoring Services who are Professionally Certified

- ▶ Proponents must pass the financial evaluation as per Article 18.1 of the RFP; and

Rated requirements:

- ▶ Pricing Table – Annex D: The proposed costing, showing the costs in both Canadian and United States dollars
- ▶ Corporate Profile: The description of the proponent's company and its capabilities to provide the Audit and Financial Mentoring services
- ▶ Achievements: A list of three contracts similar in nature (including a short description of each contract no longer than half a page per contract) performed by the proponent
- ▶ Experience of the individuals proposed to perform the Audit and Financial Mentoring Services
- ▶ Detailed Plan: A full description of the services, including timelines and milestones, the proponent will provide to meet the requirements of Annex "A" Statement of Work

8.2 The contract may be awarded to the proponent with the highest number of points and an acceptable proposal

8.3 CCC reserves the right to:

- a) Accept or reject any and all proposals without incurring any liability to any of the proponents;
- b) Annul the proposal process and reject without incurring any liability to any of the proponents;
- c) Issue a new RFP, to temporarily or permanently abandon the RFP in whole or in part;
- d) Issue Addenda for the purpose of clarification, information, supplements or changes to this RFP not later than 4:00 PM EST, January 22nd, 2010; and
- e) Request clarifications of proposals (on information received) as required after proposal closing.

9. NOTIFICATION OF AWARD

9.1 In the event of a contract award, CCC will notify the successful proponent in writing by e-mail, or by fax. Should the offer be accepted integrally, a contract, substantially in the form of Annex "B", will be issued shortly thereafter. In the event, a company having its head office outside of Canada is awarded the contract, the form contract under Annex "B" will be modified accordingly and will reflect that the duly authorized signatory be DFAIT.

10. NOTIFY & ACCEPTING PARTY

10.1 The Notify/Accepting Party for this order will be:

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To be determined and advised at time of award

11. ENQUIRIES

- 11.1.1 Enquiries pertaining to this RFP must be received at least 5 business days before the closing date of the RFP or a response will not be provided. Responses will be provided no later than the time and date stipulated in 8.3 d) above. Enquiries may be addressed by e-mail ONLY to:

Canadian Commercial Corporation
Emerging and Developing Markets
50 O'Connor Street 11th Floor
Ottawa, Ontario K1A 0S6
Attention: Patricia Daigneault, Senior Project Manager
e-mail: patricia.daigneault@ccc.ca

12. APPLICABLE LAW

This RFP and the resulting contract, if any, shall be governed and interpreted in accordance with the laws in force in the Province of Ontario, Canada, unless otherwise specified in the contract.

SECTION 2: REQUIREMENT

13. REQUIREMENTS

13.1 Service Description:

Services to be supplied in accordance with *Statement of Work* (Annex "A")

Proponent must comply with all of the mandatory requirements. Non-compliance with any of these requirements will result in the rejection of your offer.

All other requirements in this document constitute the basic requirements that should be met. However, certain deviations may be accepted, if they are deemed acceptable and useful. The proposals will be evaluated taking into account the deviations offered. The decision will be final and without appeal. CCC reserves the right to reject the whole offer for reason of non-conformity of the technical specifications, in the event deviations are not acceptable.

13.2 Quantity:

The quantities required for services are specified in the *Statement of Work* in Annex "A".

14. SERVICE DELIVERY

- 14.1 Service delivery dates at Consignee's locations are to be understood as the date the services have been rendered and accepted as complete by the Notify/Accepting Party. See Article 10 for details on
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Notify/Accepting authorities.

14.2 Service deliveries are to take place as specified in the *Statement of Work* in Annexe "A", should not exceed the timeframe period specified.

14.3 Service delivery date must be respected in any resulting contract.

15. DETAILED PLAN

15.1 Proponents are to submit a detailed plan which outlines the steps to be taken, and milestones to be achieved, to meet the requirements of the services for the Audit and the Financial Mentoring as specified in the *Statement of Work* in Annex "A". ("Detailed Plan")

15.2 The Detailed Plan shall clearly demonstrate methodology and logistics to accomplish these requirements from the date of effectiveness of the contract through to the training / coaching phases for all the 10 states in Southern Sudan.

16. PRICING GUIDELINES

16.1 Prices shall be quoted in accordance with terms and conditions as set out in Article 17 of this request for proposal.

16.2 All prices are to be firm and fixed during the selected proponent's performance of the contract.

16.3 All prices must be in both Canadian Dollars (CAD) and United States Dollars (USD) as requested in Annex "A" – *Pricing Tables*, and are to cover all expenses and charges of whatever nature.

16.4 The services to be supplied to CCC by the Supplier under this RFP are intended for export from Canada (if the supplier is Canadian) and as such would constitute a "zero-rated supply" as this expression is defined in Part IX of the *Excise Tax Act*. The Goods and Services Tax should not therefore, as a rule, be added to the value of these goods. The supplier shall maintain evidence satisfactory to the Canada Customs and Revenue Agency that these goods and services have been exported by CCC. Any customs duties paid on imported materials, parts and components incorporated or to be incorporated in the services are to be included in and form part of the proposed prices. Any taxes, duties or levies of any nature are for the account of the proponent.

17. PAYMENT TERMS

17.1 Payment terms are net twenty-eight (28) days after receipt of invoices, supporting documentation, confirmation by the recipient country that the Services are received, completed and authorization by the Notify/Accepting Party per Article 10. Invoices may be presented for payment on a monthly basis detailing services performed during such period, conditional to acceptance sign-off.

17.2 CCC will pay the service provider for its services up to a maximum value of the contract in A. 3.1.1 as follows:

17.2.1 For Auditing based on actual hours worked, up to a maximum value per Auditing milestone.

17.2.2 For Financial Mentoring according to a Mentoring milestone schedule based upon completion of service deliverables made throughout the course of the project

17.2.3 If the service provider has not completed all work upon reaching the maximum value of the particular

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service milestone, the service provider shall be required to complete the work at their own expense.

18. FINANCIAL CAPABILITY

18.1 Proponents must submit their latest financial audited financial statements, or other financial statements acceptable to CCC, if audited statements not required by the laws of the proponent's country. These statements should cover the last two (2) years and demonstrate the current soundness of the proponent's financial position and its prospective long term profitability.

19. PERMITS AND LICENCES

19.1 The proponent will be responsible for obtaining any permits, licences, visas or other documents required by any Government authority and any associated costs.

20. PROPONENT CERTIFICATION

21.1 The proponent certifies that every statement in, and every response to this RFP, made by him or her, is true, accurate, and complete.

