Request for Proposals

RFQ-PTF-2020-008

Activity Title: “Provision of External Audit Services”

Issuance Date: February 27, 2020
Deadline for Receipt of Questions: March 4, 2020 at 06:00 PM Nur-Sultan time
Closing Date and Time: March 13, 2020 at 06:00 PM Nur-Sultan time

Issuance of this RFP does not constitute an award commitment on the Tetra Tech ES, Inc., nor does it commit to pay for any costs incurred in preparation or submission of comments/suggestions of a proposal. Proposals are submitted at the risk of the Bidders. All preparation and submission costs are at the Bidder’s expense.
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1. **INTRODUCTION**

The purpose of this RFP is to provide external audit services to conduct audit of the financial statements under accounting standards of the Republic of Tajikistan and consolidated financial statements under international financial reporting standards of the “Pamir energy Company” OJSC \ Sebzor Hydro Power Plant (hereinafter referred to as financial statements of the “PE” OJSC\Sebzor) in accordance with the Scope of Work (SOW) specified in the Attachment A –for the Central Asia Power the Future Activity (Ptf) funded by USAID and implemented by Tetra Tech ES, Inc. The services are required to be provided in Tajikistan at the Pamir Energy Company’s premises.

2. **BIDDER’S QUALIFICATIONS**

Bidder must provide the following information and references in order to be qualified for the procurement process:

1. Company’s information, including official registered title, type of business, address, and contact person information.
2. A short description of the company and of past similar experience in providing the services described in the Attached A -SoW.
3. Overall technical approach to fulfill the specifications defined in Attachment A – Scope of Work.
4. Certification that company is not owned or controlled in total or in part by any entity of any government.
5. Certification by any subcontractor engaged by the company for this project that the subcontractor is not owned or controlled in total or in part by any entity of any government.
6. Certification that company can sign contracts with US companies
7. The Bidder shall complete and sign the Representation and Certifications found in Attachments C to this document and include them with the Bidder’s proposal. Proposals that do not include these certifications will not be considered.

3. **SOURCE, ORIGIN AND NATIONALITY RESTRICTIONS**

The authorized geographic codes for procurement of goods and services under this Contract are 110 and 937 for the prime Contract and its subcontractors or as specified in task order. Code 937 is defined as the United States, the cooperating/country, and developing countries other than advanced developing countries, and excluding prohibited sources. Code 110 is defined as the United States, the independent states of the former Soviet Union, or developing country, but excluding any country that is a prohibited source. Procurement of Agricultural commodities and related products, motor vehicles and pharmaceuticals is subject to the limitations in 22 CFR 228.19 and will require a waiver.

4. **SUBMISSION OF PROPOSALS**

All proposals are due on March 13, 2020 by no later than 06:00 PM Nur-Sultan, Kazakhstan local time. Proposals must be submitted via e-mail at the address Jason.Heaney@tetratech.com in the following formats: Adobe Acrobat and Microsoft Word and/or Excel.
All proposals must fully respond to the Technical Specifications enclosed as Attachment A and must include quotes in the format provided in the Attachment B - Table 1 – Budget. Proposals received after the above-stated due date and time will not be considered for this procurement.

5. QUESTIONS AND CLARIFICATIONS

All questions or clarifications regarding this RFP must be in writing and submitted in English to Jason.Heaney@tetratech.com by March 4, 2020, no later than 06:00 PM Nur-Sultan, Kazakhstan local time.

Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients. Only written answers from Tetra Tech ES, Inc. will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Tetra Tech ES, Inc., or any other party, will not be considered official responses regarding this RFP.

6. PROPOSALS PREPARATION INSTRUCTIONS

All Bidders must follow the instructions set forth herein in order to be qualified for the procurement process. If a Bidder does not follow the instructions set forth herein, the Bidder’s proposal may be eliminated from further consideration or the proposal may be downgraded and not receive full credit under the applicable evaluation criteria.

Separate Technical and Cost Proposals must be submitted. All proposals should be submitted in English.

Technical Proposal

The technical proposal (excluding CVs) shall not exceed 25 pages. Proposals will be scored on a 100 point scale. Available points for each evaluation factor are given below. Bidders must address each evaluation factor.

The suggested outline for the technical proposal is stated below:

A. Organization’s Information

1. Organization’s information, including official registered title, type of business, list of offices if applicable, address, telephone, fax and website.
2. Organization’s DUNS number
3. Authorized point of Contact with phone number(s) and email address
4. International accreditations

B. Company Technical Capability
1. Description of organization, including of activities/qualifications carried out similar to the SOW requested that includes at least 5 external audits of financial statements

2. At least 10+ years of relevant experience

3. Experience of conducting audits internationally

C. Technical Approach

Present a narrative that describes how the Bidder would implement the tasks identified in the Technical Specification of this RFP. This narrative must also include:

1. A management approach which describes how the Bidder will manage the delivery of the services and how the Bidder will interact with Power the Future Team.
2. A draft work plan that outlines the proposed activities over the course of the period of performance based on the required work stated in the Attachment A SoW section of this RFP.

Information which the Bidder considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such.

D. Proposed Staff

Present a narrative that includes the following:

1. Team composition (names, specialties/area of expertise, position/role, etc.), with detailed bios, and task assignments to perform the activities described in the SOW.
2. Curriculum Vitae (CV) for all labor categories named in the Attachment A. (CVs shall be limited to 3 pages each) that describes their experience and lists the following:
   a. Affiliation/Organization
   b. Education
   c. Years of Professional Experience
   d. Relevant Experience to the SOW in this RFP
   e. Fluency in English and Russian

In addition to presenting the CVs, bidders should complete and include the table below

<table>
<thead>
<tr>
<th>Proposed Personnel's Name, Last Name</th>
<th>Proposed Position under this assignment</th>
<th>Qualification</th>
<th>Years of Professional Experience</th>
</tr>
</thead>
<tbody>
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E. Company Past Performance
Bidders should provide a summary of external audits of financial statements conducted including the Title, Client, Date and a brief description. The qualifications section is limited to 5 of the most relevant services performed in the last 5 years, presented in the following table format. If the client is confidential, simply list “confidential”.

<table>
<thead>
<tr>
<th>Title of Assignment</th>
<th>Description of the assignment and services provided</th>
<th>Client Name</th>
<th>Dates of Execution</th>
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**Financial Proposal**

**A. Detailed Budget**

Bidder shall complete the **Table 1 of the Attachment B “Detailed Budget”** in order to allow Tetra Tech ES, Inc. to compare all quotes and make a competitive selection. The budget should be provided in Excel format with unlocked cells.

A price must be provided for each project component to be considered compliant with this request. The bidder can use their own format of budgets, however the price proposal should include the individual line items shown in the template, e.g., fully-burdened daily rates, travel costs, and other direct costs. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. The price 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. Tetra Tech ES, Inc. reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of the Bidder’s proposed price.

Bidder shall provide unit pricing in USD. Prices quoted in this document shall be valid for a 90-day time period, including all taxes and other costs and the VAT tax originated in the Republic of Tajikistan.

**B. 1420 Forms for the proposed personnel**

For each staff member proposed, the Bidder shall submit a completed and signed USAID 1420 forms. USAID form 1420 can be downloaded here: [https://www.usaid.gov/forms/aid-1420-17](https://www.usaid.gov/forms/aid-1420-17)

**C. Proposed Billing Rates Certification**
Document on company letterhead certifying the labor rates being proposed are standard rates and have been previously billed to clients for similar work.

D. Representations and Certifications

These documents can be found in Attachments C of this RFP and must be submitted as part of the Cost Proposal.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

7. EVALUATION CRITERIA

Award will be made to the bidder representing the best value in consideration of past performance, qualifications and price factors. Bidders are encouraged to provide a discount to their standard commercial rates.

The submitted technical information will be scored by an evaluation committee using the following technical criteria (45 points) and proposed cost (55 points).

Given the specific expertise required to perform the services in question only bids with a technical score of 35 points or more will be considered for evaluation of their cost proposals.

Proposals will be scored on a 100 point scale. Available points for each evaluation factor are given below.

**Technical Proposal (45 points)**

<table>
<thead>
<tr>
<th>Evaluation Criteria for Technical Proposal</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Technical Capability</td>
<td>15</td>
</tr>
<tr>
<td>II. Technical Approach</td>
<td>10</td>
</tr>
<tr>
<td>III. Company Proposed Staff</td>
<td>10</td>
</tr>
<tr>
<td>IV. Company Past Experience</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

**Financial Proposal (55 points)**

The lowest priced financial proposal will receive the maximum score of 30 points. The other proposals will be scored inversely proportional to their price and computed as follows:

\[
S_f = 55 \times \frac{F_m}{F}
\]

\(S_f\) = Financial Score of the proposal evaluated
\(F_m\) = the price of the lowest priced Financial Proposal among those qualified
\(F\) = is the price of the Financial Proposal under consideration

Bidder should submit a **Detailed Budget** reflecting the cost of completing the scope. Bidders shall complete the Attachment B – Detailed Budget. Labor rates quoted in this document shall be fully-burdened with all indirect costs, taxes and fee, if any.
Tetra Tech ES, Inc. reserves the right to conduct discussions with selected bidder(s) in order to identify the best value offer. Award of any resulting Subcontract Agreement shall be made by Tetra Tech ES, Inc. on a best value basis, with evaluation of proposed price as well as proposed services and implementation schedule.

8. TERMS OF PAYMENT

Payment terms for the awarded Subcontract Agreement shall be net forty-five (45) days after satisfactory completion and acceptance and of services and deliverables. Payment shall be made by Tetra Tech ES, Inc. via bank wire transfer. No advance payments will be provided.

9. DUNS NUMBER AND SAM.GOV REGISTRATION

If the proposed fixed price is above $30,000, the successful bidder will be required to furnish a DUNS number and proof of SAM.gov registration within 24-48 hours of notice of award. Information regarding obtaining a DUNS number may be found here: https://fedgov.dnb.com/webform

10. NEGOTIATIONS

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Tetra Tech ES, Inc. reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Tetra Tech ES, Inc. reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated Bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range.

11. MULTIPLE AWARD/NO AWARD

Tetra Tech ES, Inc. reserves the right to issue multiple awards. Tetra Tech ES, Inc. also reserves the right to issue no awards.
ATTACHMENT A – SCOPE OF WORK

SCOPE OF WORK

SCOPE OF WORK: Providing external audit services to conduct audit of the financial statements under accounting standards of the Republic of Tajikistan and consolidated financial statements under international financial reporting standards of the “Pamir energy company” OJSC \ Sebzor Hydro Power Plant

PERIOD OF PERFORMANCE: until July 15, 2021

PLACE OF PERFORMANCE: “Pamir Energy Company” OJSC Head Office, 736100, Republic of Tajikistan, GBAO, Khorog, Gulmakhmadova Street, 75

Scope of Work

For external audit services

1. NAME, BASIS, GENERAL PROVISIONS AND TIMEFRAME FOR WORKS

1.1. Name of works: Providing external audit services to conduct audit of financial statements under accounting standards of the Republic of Tajikistan and consolidated financial statements under international financial reporting standards of “Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant (hereinafter referred to as financial statements of the “PE” OJSC Sebzor).

1.2. Client: Tetra Tech ES, Inc.

1.3. Timeframe for works: by July 15, 2021. The timeframe is subject to change as needed. In such case, a new timeframe will be set by agreement of the parties.

1.4. When planning and conducting the audit, and for communications with management of “Pamir energy company” OJSC the Auditor shall be guided by international audit standards, which entered into force under orders of the Ministry of Finance of Tajikistan of 04 November 2002.

1.5. When preparing and planning audit procedures, it is necessary to proceed on the basis of the principle of sufficiency and appropriateness of specific audit procedures in relation to accounting (financial) statements of “Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant.

1.6. The Auditor shall fully comply with the established rules for accessing the premises of “Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant and other internal rules, notify the management of “Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant in advance about needs to visit its facilities and provide timely information, necessary to organize such access.

1.7. Place of service provision: Gulmakhmadov str., 75, Tajikistan, Khorog, GBAO, 736000 for “Pamir energy company” OJSC.

2. PURPOSE OF SERVICES

The purpose of the audit is to present Auditor’s opinion on reliability of accounting (financial) reporting of ““Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant for the reporting (audited) year, as prepared in line with Tajik accounting standards (hereinafter referred to as TAS).
3. SERVICES CONTENTS REQUIREMENTS

3.1 Audit of accounting (financial) statements of “Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant, as prepared in line with Tajik accounting standards for 2020 (hereinafter referred to as financial statements of ““Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant under TAS) shall be done in line with international audit standards (hereinafter – IAS).

3.2 Provision of audit opinion on the financial statements of “Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant in Russian, Tajik and English languages, prepared following IAS 700 (revised) “Forming an Opinion and Reporting on Financial Statements”.

3.3 Preparation of an audit report in Russian, English and Tajik languages on the results of audit of financial statements of “Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant under TAS, prepared following IAS 260 (revised) “Communication with those, charged with governance” (hereinafter – IAS 260) with mandatory attachment of completed annexes to a model terms of reference, as specified in annex 1 to the terms of reference of qualification documents.

3.4 Conducting a review of the interim condensed financial statements of “Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant, prepared in line with international financial reporting standards (hereinafter – IFRS) for 6 months of 2020 (in Russian, English and Tajik languages) (hereinafter referred to as – interim condensed financial statements of the “PE” OJSC\Sebzor), done in line with ISRE 2410.

4. DELIVERABLES

4.1 After the review the provider has to:

- Provide an opinion on results of the review of interim financial statements of “Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant under IFRS in Russian and English.
- Provide an audit report on results of review of interim financial statements of “Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant under IFRS in Russian and English, which shall be prepared under IAS 260.

4.2 Upon completion of the audit the Provider shall:

- Issue audit opinions in Russian and English on the financial statements of “Pamir Energy Company” OJSC \ Sebzor Hydro Power Plant under IFRS, prepared as per IAS 700;
- Prepare an audit report in Russian on the results of audit of financial statements of “Pamir energy company” OJSC \ Sebzor Hydro Power Plant under IFRS, prepared as per the requirements of IAS 260.

5. SAFETY AND SERVICE QUALITY REQUIREMENTS

5.1 General requirements for safety and quality of services are specified by the documents, referred to in annex 2 - «Regulatory documents, which serve as a foundation for requirements». 
6. REQUIREMENTS FOR THE PROVIDER

6.1 the provider must have at least 10 years of experience in provision of audit services

6.2 the provider must have a capability to sign contracts for provision of services with US companies

Annex № 1
to the Scope of Work

Full composition of the annual accounting (financial) statements of the “Pamir energy company” OJSC \ Sebzor Hydro Power Plant for the audited year and year, preceding the audited year.

Audit report(s):

(a) is prepared by the auditor in English, Russian and Tajik languages;

(b) contains the schedule, specifying receivables and payments in the period under audit;

(c) presents financial statements;

(d) presents the list of fixed assets;

(e) includes balance of Special bank accounts and all sub-accounts (if any) at the beginning and at the end of the audit period;

(f) contains auditor’s opinion on evaluation and quantitative assessment of the consequences of specific deficiencies, if any.

Annex № 2
to the Scope of Work

Regulatory documents, which serve as the basis for the requirements

<table>
<thead>
<tr>
<th>№</th>
<th>Regulatory documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Financial policy of the “Pamir Energy company” OJSC</td>
</tr>
<tr>
<td>2</td>
<td>International financial reporting standards</td>
</tr>
<tr>
<td>3</td>
<td>Financial policy of the USAID and Tetra Tech ES, Inc.</td>
</tr>
</tbody>
</table>
ATTACHMENT B – DETAILED BUDGET

DETAILED BUDGET

List and cost of services for 15 participants

<table>
<thead>
<tr>
<th>№</th>
<th>Name</th>
<th>Work days</th>
<th>Daily rate</th>
<th>Price, USD (no VAT incl)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Staff</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL
ATTACHMENT C – REPRESENTATIONS AND CERTIFICATIONS

Bidder Representations and Certifications

1. Organizational Conflict of Interest Representation
   The Bidder represents, to the best of its knowledge and belief, that this award:
   does [ ] or does not [ ] involve an organizational conflict of interest.

   Please see FAR 52.209-8 for further explanation.

2. Data Universal Numbering System (DUNS) Number (required if cost proposal is more than USD $30,000)
   (please use one box per number or dash)

3. Source and Nationality of Goods and Commodities
   (i) This is to certify that the Bidder is:

   a. an individual who is a citizen or legal resident of ________________________.

   b. a corporation of partnership organized under the laws of ____________________.

   c. a controlled foreign corporation of which more than 50% of the total combined voting power of all classes of stock is owned by United States shareholders; or

   d. a joint venture or incorporated association consisting entirely of individuals, partnerships or corporations. If so, please describe separately the citizenship or legal status of the individuals, the legal status of the partnership or corporations, and the percentage (%) of voting power of the corporations.

   (ii) This is to certify that the Source (the country from which a commodity is to be shipped from) of the Equipment to be supplied under this Order is:

   ________________________

   name of country or countries

   By signing below, the Bidder certifies that the representations and certifications made, and information provided herein, are accurate, current and complete.

   Signature: ___________________________ Date: ___________________________

   Name of and title of authorized signature: ______________________________________