

RFP No. IPA/RFP/G-FIN/002/2022



IPA

Request For Proposals (RFP)

No. IPA/RFP/G-FIN/002/2022

Provision of Internal Control (IC) / Systems Audit for Six (6) Countries
in Africa

Issue Date: Tuesday 25th October 2022

WARNING: Prospective Offerors who have received this document from a source other than from [IPA's website](#), should immediately contact global_procurement@povertyaction.org and provide their name and email address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted on [IPA's website](#).



CLARIFICATIONS

QUESTIONS	RESPONSES
1. In line with your Request for Proposal Number (IPA/RFP/G-FIN002/2022), I would like to inquire about the anticipated start time of undertaking the assignment, that is, when would you want the work on the assignment to begin?	Early February, 2023 will be preferred.
2. Kindly share the size of operations in all the six (6) countries.	Each has distinct Support functions: Finance, HR/Admin, Procurement, Technology.
3. Within the respective countries, are all the information centralized in one location or scattered and hence requires travels.	Each Country office has a main operations office located with the capital city of the identified Countries. We expect the review to happen at the Main office only with no travel to the field unless a need is identified.
4. For all the countries, are the internal controls/systems managed within the organizations or outsourced?	All IC systems, workflows are managed internally.
5. Given that there are two lots and bidders are allowed to tender for one or both lots, are we expected to submit two separate technical and financial proposals for each lot as the evaluation will be done separately?	Yes. Two distinct proposals will be preferred as each shall be analyzed based on requirements of the 2 lots.
6. Para 1.3 (Issuing Office) of the RFP mentions that "Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date". Kindly clarify how do bidders register their interest?	Its through sharing with us your company's name, contact person, title and official email address through the globalprocurement@poverty-action.org email address.

Request for Proposals: Provision of Internal Control (IC) / Systems Audit for Six (6) Countries in Africa

1. RFP Objective

IPA invites interested and qualified offerors to submit proposals for The Provision of Internal Control (IC) / Systems Audit for Six (6) Countries in Africa in the following support functions: Finance, HR, Procurement & Logistics, IT, Administration and Governance. IPA's objective is to partner with a competent offeror(s) in order ensure that IPA's assets are safeguarded, errors are minimized, fraud cases are minimal, and ensure that the operations of all support functions are efficient and effective in accordance with IPA Policies.

2. RFP Timeline

The timeline for the RFP process is as follows. While we do not anticipate any changes to this timeline, we reserve the right to make adjustments to it as we see fit.

Activity	Estimated Date
Issuance of RFP	Tuesday 25th October 2022
Deadline for Receipt of Questions	Friday 11th Nov 2022 at 11:00 pm (EST)
Deadline for Receipt of Proposals	Wednesday 23rd Nov 2022 at 11:00 pm (EST)
Evaluation of Proposals	TBD, late November 2022
Clarifications and Negotiations (if any)	TBD, early December 2022
Selection & Contracting	TBD, early December 2022

3. Proposal Submission Address

Please send your proposal via [this link](#) no later than Wednesday 23rd Nov 2022 at 11:00 pm (EST).

4. Bid Validity

Proposals are expected to be binding for a period of ninety (90) days from the published response date. Please see the attached RFP for more details.

5. RFP Terms & Conditions

- a) The Request for Proposal is not and shall not be considered an offer by IPA.
- b) All responses must be received on or before the date and time indicated on the RFP.
- c) All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
- d) All awards will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
- e) IPA reserves the right to accept or reject any proposal or cancel the solicitation process at anytime and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
- f) IPA reserves the right to accept all or part of the proposal when award is provided.
- g) All information provided by IPA in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- h) IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
- i) The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of IPA, subject to claims of

confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.

October 25, 2022