

Date: 03 May 2022

To: **All Bidders**

From: **International Development Law Organization, Headquarters Procurement Unit**

Subject: **RFP N_UG_2022_045 Audit Services for IPs**

Clarifications Letter No. 3

Reference is made to IDLO RFP N_UG_2022_045 issued on **April 13, 2022** for the procurement of the **Annual Audit of the Financial Reports of the IDLO Implementing Partners for the Community Justice Programme (CJP) in Uganda Support for the Periods from:**

- 1) 01 Jan 2020 to 31 Dec 2020
- 2) 01 Jan 2021 to 31 Dec 2021

Please find hereunder the queries received and IDLO's response to them.

1. Question 1: ***What is the amount of expenditure per the IP? We need this information so that it can be used to estimate the cost.***
IDLO Reply: All bidders should clearly show their basis of computation in their proposals. The information regarding Income and Expenditure shall be provided to the successful bidder and this can be negotiated.
2. Question 2: ***What is the estimated audit fee level?***
IDLO Reply: This is an open call and auditors are expected to charge based on the guidelines provided in the TOR.
3. Question 3: ***Are there any mandatory field visits to be undertaken by the auditor?***
IDLO Reply: Auditors are expected to visit some field offices like WORLD VOICES UGANDA Kagadi-Kibaale District, Mid-Western Uganda. These costs will be covered by IDLO.
4. Question 4: ***Kindly confirm if the IPs to be audited are all in Kampala or some of them are out of Kampala. For those out of Kampala, where are they located?***
IDLO Reply: Please refer to the published Clarifications Letter No. 2, Question 2: <https://www.idlo.int/tenders/uganda-audit-services-ips-rfp-nug2022045>
5. Question 5: ***Kindly share with us the responses for queries from other firms that were raised.***
IDLO Reply: Please refer to the link below for all published letters of clarification: <https://www.idlo.int/tenders/uganda-audit-services-ips-rfp-nug2022045>
6. Question 6: ***Also please share with us the level of expenditure for the Implementing Partners to inform our price schedule.***
IDLO Reply: Please refer to the published Clarification Letter No. 2 Question 3 (see link below) <https://www.idlo.int/tenders/uganda-audit-services-ips-rfp-nug2022045>
7. Question 7: ***As part of our preparation of a proposal for the provision of audit and or tax services, we would be most pleased if you can supply us the following general information;***
Confirmation of date of registration with Uganda Registration Services Bureau ('URSB') – copies of certificate of registration/ incorporation, memorandum and articles of association, would be most helpful.
IDLO Reply: Please refer to the clarification letter 1 Question 3. see link below.

8. Question 8: **Outline of the governance structure (board, senior management, finance team and structure) – organogram.**

IDLO Reply: Please refer to clarification letter 1 Question 1. See link below
<https://www.idlo.int/tenders/uganda-audit-services-ips-rfp-nug2022045>

9. Question 9: **Number of employees**

IDLO Reply: This is not known at the moment since the partners have other donors however, this information will be provided to the successful bidder.

10. Question 10: **Number of office premises;**

IDLO Reply: Refer to response above in question 9.

11. Question 11: **Location of CJP implementing partners**

IDLO Reply: Please refer to clarification letter 2 Question 2. See link below
<https://www.idlo.int/tenders/uganda-audit-services-ips-rfp-nug2022045>

12. Question 12: **Copy of the last audited financial statements**

IDLO Reply: This is a first-time audit sanctioned by IDLO to its Implementing Partners. The bidder will be able to get organization wide audit for the IPs during the audit.

13. Question 13: **Latest available management accounts**

IDLO Reply: This is a first-time audit sanctioned by IDLO to its Implementing Partners. The bidder will be able to get organization wide audit for the IPs during the audit.

14. Question 14: **The current auditors.**

IDLO Reply: This is a first-time audit sanctioned by IDLO to its Implementing Partners. The bidder will be able to get organization wide audit for the IPs during the audit.

15. Question 15: **Reasons for wishing to change auditors;**

IDLO Reply: Refer to response in Question 12,13 and 14 above.

16. Question 16: **Pertinent accounting, audit issues that you would like us to look into as part of the first audit or consult on at the first audit.**

IDLO Reply: Bidders should refer to the TOR standards provided in the RFP.

For your consideration while preparing your response to the above-mentioned **RFP N_UG_2022_045**. All other terms and conditions of the tender remain unchanged and remain applicable in full force.

We appreciate your continuous interest with IDLO and looking forward to receiving your valued offer.

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