

Date: 28 March 2022

To: **All Bidders**

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

Subject: **RFP N_2022_FIN_001 External Audit Services**

Clarifications Letter No: 1

Reference is made to IDLO **RFP N_2022_FIN_001** issued on 18 March 2022 for the procurement of External Audit Services through IDLO Tenders website.

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

1. **On page 20 of your RFP is indicated “*you proposal (to be presented in English)*”, excluding attachments, should not exceed 15 pages”. Does the 15 pages limit also include the curricula or can we consider the curricula as attachments?**
 - IDLO Reply: The curricula can be considered as attachments
2. **On page 19 of your RFP is indicated “*The secondary scope of the engagement is to conduct specialised audits, including forensic audits, investigations, reviews or assessments of projects and consultancy as determined by IDLO management on an ad hoc basis*”. Can you please confirm that the fees for these additional services will be part of a separate RFP and, as such, we should note quote these services in our proposal?**
 - IDLO Reply: Confirmed that the fees for these will be a separate RFP. For this RFP, please quote for the annual institutional audit and the project audits.
3. **To help us preparing the most appropriate estimate, can you please let us know, approximately, the hours spent yearly by the current auditor in performing its audit activities on IDLO's annual financial statements?**
 - IDLO Reply: Approximately 3 weeks during the Interim Audit and a minimum of 6 weeks during the final audit.
4. **From page 21 of your RFP, we understand the audit will take place in Rome, Italy. Do all the accounting records and documentation pertaining to the IDLO country offices be available at the headquarter in Rome?**
 - IDLO Reply: Yes - all accounting records and documentation pertaining to the IDLO country offices are available in Rome.
5. **On page 21 of your RFP is indicated “*F Attachments: IDLO's 2021 Statutory Audited IPSAS Financial Statements*”. Can you please share with us these financials?**
 - IDLO Reply: The financials are now attached.

For your consideration while preparing your response to the above mentioned RFP. 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.

Headquarters Procurement Unit IDLO