Form TECH-1. Technical Proposal Submission Form

**[Location, Date]**

To: The Employer/Procurement Agent

Address:

Ladies and Gentlemen:

**Re: Audit of Resources Managed by Recipient Organizations under MCC-funded Grants, Contracts, and Implementing Agreements.**

**RFP Ref: RFP/QCBS/MCA-M/PP-13-R/ COMPACT\_PP-02**

We, the undersigned, offer to provide the consulting services for the above mentioned assignment in accordance with your Request for Proposal (RFP) dated **November 28th, 2018** and our Proposal.

We hereby certify that we are not engaged in, facilitating, or allowing any of the prohibited activities described in Part 15 of the MCC *Program Procurement Guidelines* and that we will not engage in, facilitate, or allow any such prohibited activities for the duration of the Contract. Further, we hereby provide our assurance that the prohibited activities described in Part 15 of the MCC *Program Procurement Guidelines* will not be tolerated on the part of our employees, or any Sub-Consultants, or Sub-Consultant employees. Finally, we acknowledge that engaging in such activities is cause for suspension or termination of employment or of the Contract.

We acknowledge notice of MCC’s *Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations*[[1]](#footnote-1). We have taken steps to ensure that no person acting for us or on our behalf has engaged in any corrupt or fraudulent practices described in ITC Clause 3. As part of this, we certify that:

1. The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to—
2. Those prices;
3. The intention to submit an offer; or
4. The methods or factors used to calculate the prices offered.
5. The prices in this offer have not been and will not be knowingly disclosed by us, directly or indirectly, to any other offeror or competitor before Proposal opening or Contract award unless otherwise required by law;
6. No attempt has been made or will be made by us to induce any other concern to submit or not to submit an offer for the purpose of restricting competition; and
7. We have no conflict of interest in accordance with ITC Clause 5.5 *[insert, if needed: “*, other than listed below.*”]* *[If listing one or more conflicts of interest, insert: “*We propose the following mitigations for our conflicts of interest: *[Insert description of conflict of interest, and proposed mitigations.*”*]*.

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal, submitted electronically, separate from each other.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We are attaching herewith information to support our eligibility in accordance with Section III of the RFP.

In addition, we affirm that we are (1) free from personal and external impairments to independence from the MCA Entity and MCC in fact and in appearance, (2) that our firm is organizationally independent, and (3) that we will maintain independence in fact, attitude, and appearance throughout the period of performance. If any impairment(s) exists and/or is foreseen, our proposal explicitly states the nature of such impairment(s).

If negotiations are held during the initial period of validity of the Proposal, we undertake to negotiate on the basis of the nominated Key Professional Personnel.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, and we undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in this RFP.

We understand and accept without condition that, in accordance with ITC Clause 28.1, any challenge or protest to the process or results of this procurement may be brought only through the MCA Entity’s Bid Challenge System (BCS).

We understand you are not bound to accept any Proposal that you may receive.

Yours sincerely,

|  |  |
| --- | --- |
| **[Authorized Signatory]** |  |
| **[Name and Title of Signatory]** |  |
| **[Name of Consultant]** |  |
| **[Address of Consultant]** |  |

Annexes:

1. Power of Attorney demonstrating that the person signing has been duly authorized to sign the Proposal on behalf of the Consultant and its Associates;
2. Letter(s) of Incorporation (or other documents indicating legal status); and
3. Joint Venture or Association Agreements (if applicable, but without showing any Financial Proposal information).
4. **[Other Documents Required in PDS]**

Form TECH-2A. Financial Capacity of the Consultant

**[The Consultant’s financial capacity to mobilize and sustain the Services is imperative. The Consultant is required to provide information on its financial status. This requirement can be met by submission of one of the following: audited financial statements for the last three (3) years, supported by audit letters, OR certified financial statements for the last three (3) years, supported by tax returns.**

**Failure to submit either of the documents as evidence of financial capacity will result in the rejection of the Proposal.**

**If the Proposal is submitted by a joint venture, all parties of the joint venture are required to submit their financial statements. The reports should be submitted in the order of the Associate’s significance in the joint venture, greatest to least.**

**The MCA Entity reserves the right to request additional information about the financial capacity of the Consultant. A Consultant that fails to demonstrate through its financial records that it has the financial capacity to perform the required Services may be disqualified.]**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Financial Data for Previous 3 Years [US$ Equivalent]** | | |
|  | **Year 1: \_\_\_\_\_\_\_\_\_\_\_\_** | **Year 2: \_\_\_\_\_\_\_\_\_\_\_\_** | **Year 3: \_\_\_\_\_\_\_\_\_\_\_\_** |

**Information from Balance Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Assets** |  |  |  |
| **Total Liabilities** |  |  |  |
| **Net Worth** |  |  |  |
| **Current Assets** |  |  |  |
| **Current Liabilities** |  |  |  |

**Information from Income Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Revenues** |  |  |  |
| **Profits Before Taxes** |  |  |  |
| **Profits After Taxes** |  |  |  |

|  |
| --- |
| * Attached are copies of financial statements (balance sheets including all related notes and income statements) for the last 3 years, as indicated above, complying with the following conditions. * All such documents reflect the financial situation of the prospective Consultant or member of a JV or other association, and not sister or parent companies. * Historic financial statements must be audited by a certified accountant. * Historic financial statements must be complete, including all notes to the financial statements. * Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted). |

**Financial Ratios**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Ratio** |  |  |  |
| **Debt Ration** |  |  |  |

\*Prospective Consultants to fill this table. MCA-Morocco will verify during the review process**.**

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Form TECH-2B. Current and Past Proceedings, Litigation, Arbitration, Actions, Claims, Investigations and Disputes of the Consultant

**[Provide information on current or past proceedings, litigation, arbitration, action claims, investigations or disputes over the last five (5) years as shown in the form below.]**

The Consultant, or a related company or entity or affiliate, has been involved in any proceeding, litigation, arbitration, action, claim, investigation or dispute within the past five (5) years the process or outcome of which the MCA Entity could reasonably interpret may impact or have the potential to impact the financial or operational condition of the Consultant in a manner that may adversely affect the Consultant’s ability to satisfy any of its obligations under the Contract:

No:\_\_\_\_ Yes:\_\_\_\_\_\_ (See below)

|  |  |  |
| --- | --- | --- |
| **Litigation, Arbitration, Actions, Claims, Investigations, Disputes During Last Five (5) Years** | | |
| Year | Matter in Dispute | Value of Award Against Consultant in US$ Equivalent |
|  |  |  |
|  |  |  |
|  |  |  |
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Form TECH-3. Organization of the Consultant

[Provide a brief description of the background and organization of your firm/entity and of each Associate for this assignment. Include the organization chart of your firm/entity. The Proposal must demonstrate that the Consultant has the organizational capability and experience to provide home office project management of the contract as well as the necessary administrative and technical support to the Consultant’s Project Team in country. The Proposal shall further demonstrate that the Consultant has the capacity to field and provide experienced replacement Personnel on short notice.

**Maximum 10 pages]**

Form TECH-4. Experience of the Consultant

[Using the format below, provide information on each relevant assignment for which your firm, and each Associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Terms of Reference included in this RFP. **This shall include all MCC-funded assignments of a similar nature.**

Failure to include experience in any project where MCC funds were used may result in disqualification of the Proposal. The Proposal must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

**Maximum 20 pages]**

|  |  |
| --- | --- |
| Assignment name: | 1-Approx. value of the contract (in current US$)  2-Total amount of the Fund/Grant:  3-Disbursement Amount audited: |
| Country: Location within country: | Duration of assignment (months): |
| Name of client: | Total No. of staff-months of the assignment: |
| Address: | Approx. value of the services provided by your firm under the contract (in current US$): |
| Start date (month/year): Completion date (month/year): | No. of professional staff-months provided by associated consultants: |
| Name of associated consultants, if any: | Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader): |
| Narrative description of project: | |
| Description of actual services provided by your staff within the assignment: | |

Form TECH-5. References of MCC-Funded Contracts

Each Consultant or member of a JV/Association making up the Consultant must fill in this form and include information about any and all MCC-funded contracts (either with MCC directly or with any Millennium Challenge Account Entity, anywhere in the world) to which the Consultant or member of a JV/Association making up the Consultant is or has been a party whether as a lead Consultant, affiliate, associate, subsidiary, Sub-Consultant, or in any other role.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | **Contracts with MCC** | | | |
| **Contract Name and Number** | **Role in Contract** | | **Total Contract Amount** | | Total amount of the Fund/Grant | Disbursement Amount audited | **Employer Name and Address** |
|  |  | |  | |  |  |  |
|  |  | |  | |  |  |  |
|  |  | |  | |  |  |  |
|  | |  | | **Contracts with an MCA-Entity** | | | |
| **Contract Name and Number** | **Role in Contract** | | **Total Contract Amount** | | Total amount of the Fund/Grant | Disbursement Amount audited: | **Employer Name and Address** |
|  |  | |  | |  |  |  |
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Form TECH-6. Description of Approach, Methodology and Work Plan for Performing the Assignment

In this section, the Consultant should provide a comprehensive description of how it will provide the required Services in accordance with the Terms of Reference (TOR) included in this RFP. Information provided must be sufficient to convey to the TEP that the Consultant has an understanding of the challenges in performing the required Services and that it has an approach, methodology and work plan to overcome those challenges.

Your Technical Proposal should be divided into the following three (3) chapters:

1. Technical Approach and Methodology,
2. Work Plan, and
3. Organization and Staffing
4. Technical Approach and Methodology. In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. Also comment here on any specialized equipment and/or software of which may be necessary to perform the scope indicated in the Terms of Reference.
5. Work Plan. In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the MCA Entity), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work and Deliverables Schedule of Form TECH-10.
6. Organization and Staffing. In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

Note: Where the Terms of Reference includes tasks relevant to gender and social inclusion, the proposal should explicitly address how the Consultant will perform these tasks in the technical approach, and methodology, work plan, organization and staffing. We recognize that this type of expertise and experience may be outside of the normal work of some Consultants offering proposals, and thus call special attention to the importance of an adequately inter-disciplinary proposal and staffing plan.

**[Maximum 50 pages, including charts and diagrams]**

Form TECH-7. Comments and Suggestions on the Terms of Reference & Assignment

The MCA Entity welcomes comments and suggestions to improve the assignment to provide a better value for money. These comments and suggestions shall not be used for evaluation purposes, but may be discussed during negotiations. The MCA Entity is not bound to accept anything proposed. If the proposed modifications/suggestions would require changes in the offered price, it shall be noted as such, without giving the price of the change.

**[Maximum 5 pages]**

**A: On the Terms of Reference**

[Present and justify here any modifications or improvements to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities).]

**B: On the Staff and Facilities**

[Comment here on the staff and facilities to be provided by the MCA Entity.]

Form TECH-8. Team Composition and Task Assignments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key and additional Professional Personnel | | | | |
| Name of Staff | Organization | Area of Expertise | Position Assigned | Task Assigned |
|  |  |  |  |  |
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Form TECH-9. Staffing Schedule (Key Professional Personnel and Support Staff)

*The Consultant shall use this form once for each base and option period*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Staff** | **Reports Due / Activities** | **Staff input (in the form of a bar chart)[[2]](#footnote-2)** | | | | | | | | **Total staff-month input** | | |
| **1[[3]](#footnote-3)** | **2** | **3** | **4** | **5** | **6** | ***…*** | **N** | **Home** | **Field[[4]](#footnote-4)** | **Total** |
| **Foreign Personnel** | | | | | | | | | | | | | |
| 1 |  |  | *[Home]* |  |  |  |  |  |  |  |  |  |  |
|  |  | *Rabat* |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | **Subtotal** | |  |  |  |
| **Local Personnel** | | | | | | | | | | | | | |
| 1 |  |  | *[Home]* |  |  |  |  |  |  |  |  |  |  |
| *Rabat* |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | **Subtotal** | |  |  |  |
|  | | | | | | | | | **Total** | |  |  |  |

Note: Approval must be granted by MCC through the MCA Entity prior to substituting employees listed in the Auditor’s original proposal.

1. For Key Professional Personnel, the input shall be indicated individually; for support staff it shall be indicated by category (e.g.: draftsmen, clerical staff, etc.).
2. Months are counted from the start of the assignment. For each Personnel, indicate separately staff input for home and field work.
3. Field work means work carried out at a place other than the Consultant's home office.

Form TECH-10. Work and Deliverables Schedule

***The Consultant shall use this form once for each base and option period***

A. Field Investigation and Study Items

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Task | Months | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 | Phase 2: Planning Document (steps 2 to 5) |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Phase 3: Entrance Conference (steps 6 to 8) |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Phase 4: Fieldwork (step 9) |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Phase 5: Exit Conference (step 12) |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Phase 6: Draft Audit Report (step 11) |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Phase 7: Exit Conference (step 12 to 13) |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Phase 9: Final Audit Report (step 16 to 19) |  |  |  |  |  |  |  |  |  |  |  |  |

B. Completion and Submission of Reports

*[Insert date of each event or submission of each deliverable in table below.]*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Deliverable |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | Planning Document |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Entrance Conference |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Exit Conference |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Draft Audit Report |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Final Audit Report |  |  |  |  |  |  |  |  |  |  |  |  |

[Indicate all main activities of the assignment, including deliverables and other milestones, such as the MCA Entity approvals. For phased assignments, indicate activities, deliverables and milestones separately **for each phase** and **audit period**. Duration of activities shall be indicated in the form of a bar chart. See TOR for the full list of deliverables. Above is a sample format (to be further completed by the Consultant based on the TOR requirements) that shall be used by the Consultant as an indicator of the proposed work load. The submission shall be evaluated as part of the Approach and Methodology.]

Form TECH-11. Curriculum Vitae (CV) for Proposed Key  
and additional Professional Personnel

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Proposed Position | [only one candidate shall be nominated for each position] | | | | | | | |
| 1. Name of Firm | [Insert name of firm proposing the staff] | | | | | | | |
| 1. Name of Personnel | [Insert full name] | | | | | | | |
| 1. Date of Birth | [Insert birth date] | | | |
| 1. Nationality | [Insert nationality] | | | |  | |  | |
| 1. Education | [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment] | | | | | | | |
| 1. Membership in Professional Associations |  | | | | | | | |
| 1. Other Training | [Indicate appropriate postgraduate and other training] | | | | | | | |
| 1. Countries of Work Experience | [List countries where staff has worked in the last ten years] | | | | | | | |
| 1. Languages | [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing] | | | | | | | |
|  | Language | Speaking | | | | Reading | | Writing |
|  |  |  | | | |  | |  |
| 1. Employment Record | [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.] | | | | | | | |
|  | From [year]: | | To [year]: | | | | | |
|  | Employer: | | | | | | | |
|  | Position(s) held: | | | | | | | |
| 1. Detailed Tasks Assigned | [List all tasks to be performed under this assignment] | | | | | | | |
| 1. Work undertaken that best illustrates capability to handle the tasks assigned: | [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.] | | | | | | | |
|  | Name of assignment or project: | | |  | | | | |
|  | Year: | | |  | | | | |
|  | Location: | | |  | | | | |
|  | Client: | | |  | | | | |
|  | Main project features: | | |  | | | | |
|  | Position held: | | |  | | | | |
|  | Activities performed: | | |  | | | | |

1. References:

[List at least three individual references with substantial knowledge of the person’s work. Provide at least three certificates of good execution or three letters of recommendation issued by supervisors for assignments performed by Key Personnel.] [The MCA Entity reserves the right to contact other sources as well as to check references, in particular for performance on any relevant MCC-funded projects.]

1. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate with the **[Consultant]** in the above-mentioned Request for Proposal. I further declare that I am able and willing to work:

1. for the period(s) foreseen in the specific Terms of Reference attached to the above referenced Request for Proposal for the position for which my CV has been included in the offer of the Consultant and
2. within the implementation period of the specific contract.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of Key Professional Personnel |  | | | |
| If this form has NOT been signed by the Key Professional Personnel, then in signing below the authorized representative of the Consultant is making the following declaration.  “In due consideration of my signing herewith below, if the Key Professional Personnel has NOT signed this CV then I declare that the facts contained therein are, to the best of my knowledge and belief, a true and fair statement AND THAT I confirm that I have approached the said Key Professional Personnel and obtained his assurance that he will maintain his availability for this assignment if the Contract is agreed within the Proposal validity period provided for in the RFP.” | | | | |
| Signature of Authorized Representative of the Consultant | |  | | | |
|  |  | |  |  |

Form FIN-1. Financial Proposal Submission Form

*[The Auditor shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted. The form shall be on the letterhead of Auditor’s firm.]*

[*Letterhead of Auditor’s firm/entity*]

Date: [*insert: full legal address of Consultant*]

[*insert: date of Proposal submission*]

To: MCA-Morocco

Address:

**Re: Audit of Resources Managed by Recipient Organizations under MCC-funded Grants, Contracts, and Implementing Agreements**

**RFP Ref: RFP/QCBS/MCA-M/PP-13-R/COMPACT\_PP-02**

Dear Ladies and Gentlemen:

We, the undersigned, offer to provide the consulting services for the above mentioned assignment in accordance with your Request for Proposal (RFP) dated **November 28th, 2018** and our Technical Proposal.

Our attached Financial Proposal is for the fixed price of **[Insert amount(s)[[5]](#footnote-5) in words and figures]**. This represents the total proposal price based on the sum of fixed price proposals for:

* a Base Period to cover the 41 months ending September 30, 2018;
* a 1st Option Period to cover the six (6) months ending March 31, 2019;
* a 2nd Option Period to cover the six (6) months ending September 30, 2019;
* a 3rd Option Period to cover the six (6) months ending March 31, 2020; and
* a 4th Option Period to cover the six (6) months ending September 30, 2020.

All periods considered above indicate the total price of the services being proposed, to include all remuneration, transportation, per diem, and all other expenses required to provide the services as proposed.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, as indicated in Paragraph ITC 16.1 of the PDS.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:[[6]](#footnote-6)

|  |  |  |
| --- | --- | --- |
| Name and Address of Agents | Amount and Currency | Purpose of Commission or Gratuity |
|  |  |  |
|  |  |  |

By signing this letter, we understand and accept that we will be bound by the Bid Challenge System of the MCA Entity for raising any complaint or dispute during the solicitation process of this RFP till the contract award, as indicated in Paragraph ITC 28.1of the PDS.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

|  |  |
| --- | --- |
| Authorized Signatory |  |
| Name and Title of Authorized Signatory |  |
| Full Legal Name of Consultant |  |
| Full Legal Address of Consultant |  |

Form FIN-2. Price Summary

**Re: Audit of Resources Managed by Recipient Organizations under MCC-funded Grants, Contracts, and Implementing Agreements**

**RFP Ref: RFP/QCBS/MCA-M/PP-13-R/COMPACT\_PP-02**

[The Financial Proposal Submission Form shall be submitted with the proposal pursuant to sub-clause 3.7 (b) of Section 2, Instructions to Auditors.

The Auditor shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted. The form shall be on the letterhead of Auditor’s firm.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | **Price**  **(USD)** | **Price**  **(MAD)** |
| **A) FIN-3 Subtotal – Total Lump-Sum Fixed Price for Base and Option Periods for the Financial Audits of MCC Resources Managed by MCA-Morocco** | | |  |  |
| **Contract Period** | **Audit Period Covered** | |  | |
| **From** | **To** |
| Base Audit Period | May 5, 2015 | September 30, 2018 |  |  |
| 1st Option Period | October 1, 2018 | March 31, 2019 |  |  |
| 2nd Option Period | April 1, 2019 | September 30, 2019 |  |  |
| 3rd Option Period | October 1, 2019 | March 31, 2020 |  |  |
| 4th Option Period | April 1, 2020 | September 30, 2020 |  |  |
| **B) FIN-4 Subtotal – Evaluated Price for Basic Audit Team in Response to On-Call Covered Provider or Compliance Audit services** | | |  |  |
| **Total Price of Financial Proposal (A + B)** | | |  |  |

1. In the table above, the Auditor must indicate the total price for each period of services in each currency. Such total price must coincide with the sum of the relevant sub-totals indicated in Forms FIN-3 and FIN-4. (Tax provisions relevant to this RFP are set out in Section VI, General Conditions of Contract.)
2. If the RFP contains options, the options will be fully priced and evaluated at 100%.
3. Provide **fully loaded prices** (including any international travel, communication, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profits).
4. See PDS ITC 12.5 regarding travel-related expenses.

Form FIN-3. Lump-Sum Fixed Price for Base and Option Periods for the Audit of MCC Resources Managed by MCA-Morocco

**Re: Audit of Resources Managed by Recipient Organizations under MCC-funded Grants, Contracts, and Implementing Agreements**

**RFP Ref: RFP/QCBS/MCA-M/PP-13-R/ COMPACT\_PP-02**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract**  **Period** | **Audit Period** | **Activity or**  **Deliverable** | **Component Price**  **(USD or MAD)** | **Total Price**  **(USD or MAD)** |
| Base Audit  Period | May 5, 2015  to September 30, 2018 | Audit Planning Document |  |  |
| After Completion of  Entrance Conference |  |
| After Completion of  Exit Conference |  |
| Draft Audit Report |  |
| Final Audit Report |  |
| 1st Option  Period | October 1, 2018  to March 31, 2019 | Audit Planning Document |  |  |
| After Completion of  Entrance Conference |  |
| After Completion of  Exit Conference |  |
| Draft Audit Report |  |
| Final Audit Report |  |
| 2nd Option  Period | April 1, 2019  to September 30, 2019 | Audit Planning Document |  |  |
| After Completion of  Entrance Conference |  |
| After Completion of  Exit Conference |  |
| Draft Audit Report |  |
| Final Audit Report |  |
| 3rd Option  Period | | October 1, 2019  to March 31, 2020 | Audit Planning Document |  |  |
| After Completion of  Entrance Conference |  |
| After Completion of  Exit Conference |  |
| Draft Audit Report |  |
| Final Audit Report |  |
| 4th Option  Period | | April 1, 2020  to September 30, 2020 | Audit Planning Document |  |  |
| After Completion of  Entrance Conference |  |
| After Completion of  Exit Conference |  |
| Draft Audit Report |  |
| Final Audit Report |  |
| **FIN-3 Subtotal - *Total Proposal Price for Lump-Sum Fixed Price for Base and Option Periods for the Financial Audit of the MCC Resources Managed by MCA-Morocco*** | | | | |  |

1. Form FIN-3 shall be completed for the whole assignment. Include base and option years.
2. If the RFP contains options, the options will be fully priced and evaluated at 100%.
3. Provide **fully loaded prices** (including international travel, communications, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profit).
4. See PDS ITC 12.5 regarding travel-related expenses.

Form FIN-4. Evaluated Price for Basic Audit Team in Response to On-Call Audit Services

**Re: Audit of Resources Managed by Recipient Organizations under MCC-funded Grants, Contracts, and Implementing Agreements**

**RFP Ref: RFP/QCBS/MCA-M/PP-13-R/COMPACT\_PP-02**

[This Form shall be submitted with the Proposal pursuant to sub-clause 3.7(d) of Section 2, Instructions to Auditors.

Information to be provided in this form shall be used in two ways. First, the information shall be used to establish the evaluated price of the service to be included in the Auditor’s financial proposal. Second, the Weekly Unit Rates that are provided by the Auditor in this form are binding and shall be the basis for calculating the total price of each service when exercised as part of the process detailed in Annex E of the Form of Contract (Section 6 of this RFP). Although this is evaluated as one service, MCA-Morocco reserves the right to exercise each On-Call Audit Service engagement separately. Moreover, if MCA-Morocco does not accept the Auditor’s proposal for any of the following audits and thereby refuses to exercise the On-Call Audit Services, MCA-Morocco reserves the right to re-procure the On-Call Audit Services.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Column 1** | **Column 2** | **Column 3** | **Total Price** |
| Audit Type | Weekly Unit  Rate (MAD / USD) for providing a Basic Audit Team1,2 | Indicative Level  of Effort for Evaluation Purposes (Number of One- Week Periods) 3 | Indicative  Quantity (Number of On- Call Audits during Audit periods covered)  3 | (MAD  /USD)  (Column 1 \*  Column 2 \*  Column 3) |
| (a) On-Call Financial Audit of MCC Resources Managed by Covered Providers (“Covered Provider Audits”) |  | Four (4) | Four (4) |  |
| (b) On-Call Compliance Audit of MCA-Morocco Grantees or Service Providers (“Compliance Audits”) |  | Three(3) | Three (3) |  |
| **FIN-4 Subtotal - Total Price for On-Call Audit for Purposes of Evaluation (a + b)** | | | |  |

* 1. The Weekly Unit Rate presented for each of the two types of audits is intended to cover a single, fixed price for the Auditors to field a Basic Audit Team comprised of the following personnel (or alternative personnel with equivalent or better qualifications), consistent with the descriptions of Professional Personnel proposed for the Financial Audit of MCC Resources Managed by MCA-Morocco:
     1. Audit Manager / Team Leader
     2. Senior Auditor #1
     3. Senior Auditor #2
     4. Audit Assistant #1
     5. Audit Assistant #2
  2. Weekly Unit Rate shall include all communications costs, office expenses, overhead costs for support personnel, and direct and indirect rates and profit for a ONE WEEK period. It also includes travel expenses (transportation expenses, lodging and per diem).
  3. The quantities are indicative. The actual volume of services required will be at the discretion of MCA- Morocco, and the actual level of effort for each On-Call Audit engagement will be determined by the individual request to exercise a service issued as detailed in Annex E of the Form of Contract (Section 6 of this RFP).

Form FIN-5. Breakdown of Remuneration

**Re: Audit of Resources Managed by Recipient Organizations under MCC-funded Grants, Contracts, and Implementing Agreements**

**RFP Ref: RFP/QCBS/MCA-M/PP-13-R/COMPACT\_PP-02**

[This Form shall be submitted with the Proposal pursuant to sub-clause 3.7(e) of Section 2, Instructions to Auditors.

The Auditor shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted. The form shall be on the letterhead of Auditor’s firm.

Information to be provided in this form shall only be used to establish price reasonableness and to establish payments to the Auditor for possible additional services requested by the MCA Entity.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name1 | Position | Per Person-Weekly Rate Inclusive of Travel Expenses2 | |
| **Key Professional Personnel** | | | MAD / USD |  |
| 1 |  | Audit Manager / Team Leader | MAD / USD |  |
| 2 |  | Senior Auditor #1 | MAD / USD |  |
| 3 |  | Senior Auditor #2 | MAD / USD |  |
| **Additional Professional Personnel** | | |  |  |
| 1 |  | Audit Assistant #1 | MAD / USD |  |
| 2 |  | Audit Assistant #2 | MAD  / USD |  |
|  | Other Personnel | [indicate] | MAD / USD |  |
|  |  |  | MAD / USD |  |

1. Form FIN-5 shall be filled in for the same Key Professional Personnel and other Personnel listed in Forms TECH-8 and 9.
2. Provide fully loaded prices (including international travel, communication, local transportation, office expenses, and shipment of personal effects, direct and indirect rates and profit).

See PDS ITC 12.5 regarding travel-related

1. Available at www.mcc.gov/resources/doc/policy-fraud-and-corruption [↑](#footnote-ref-1)
2. For Key Professional Personnel, the input shall be indicated individually; for support staff it shall be indicated by category (e.g.: draftsmen, clerical staff, etc.). [↑](#footnote-ref-2)
3. Months are counted from the start of the assignment. For each Personnel, indicate separately staff input for home and field work. [↑](#footnote-ref-3)
4. Field work means work carried out at a place other than the Consultant's home office. [↑](#footnote-ref-4)
5. Amount must coincide with the ones indicated under total price of Form FIN-2. [↑](#footnote-ref-5)
6. If applicable, replace this paragraph with “No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution”. [↑](#footnote-ref-6)