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## YOUTH ENTERPRISE REVOLVING FUND -YERF

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TENDER REFERENCE NUMBER: YERF RFP NO.2 OF 2020/2021

INVITATION TO TENDER FOR THE PROVISION OF EXTERNAL AUDIT  
SERVICES

**FOR YOUTH ENTERPRISE REVOLVING FUND**

**11 AUGUST 2020**

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## **Youth Enterprise Revolving Fund**

### **TENDER NO: 2 of 2020/2021 External Audit Services**

#### **1. PREAMBLE**

The Youth Enterprise Revolving Fund (YERF) requires a competent, registered and reputable service provider to submit proposals for the provision of external audit services for the financial year 2020/2021.

#### **2. INSTRUCTIONS TO TENDERERS**

Tenderers attention is drawn to the general conditions of purchase and conditions of the tender

**a.** Consultants shall make a payment of a non-refundable tender fee of E300.00 to the following account number;

**Account Name: Youth Enterprise Fund**  
**Account Type: Corporate Current Account**  
**Bank Name: Standard Bank**  
**Account Number: 9110002748706**  
**Branch Name: Mbabane**  
**Swift Code: SBICSZMX**

- i.** This tender document constitutes the contract of engagement on award of the tender. Aspects of this tender shall be deemed as binding and part of the contract of award.
- ii.** Late or telegraphic tenders will not be accepted.
- iii.** The Tender Committee does not bind itself to accept any or the lowest tender
- iv.** The validity period of the Tender shall be 90 days from the date of submission.
- v.** Clarifications may be requested in writing by email, but not later than **25<sup>th</sup> August 2020**. The address for clarification is [info@yef.co.sz](mailto:info@yef.co.sz)

- vi.** YERF reserves the right to call for presentations from short-listed bidders before final selection.
- vii.** YERF reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should decide not to proceed with the tender.
- viii.** YERF also reserves the right to appoint any other person to undertake any part of the tasks.
- ix.** The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement. YERF will enter into a single contract with a single entity for the delivery of the work set out in this tender document.
- x.** The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- xi.** YERF reserves the right to return late bid submissions unopened
- xii.** Firms may not contact YERF on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- xiii.** Should the contract between YERF and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated
- xiv.** Any time before the submission deadline, the Procuring entity may issue an addendum to the Tender document and notify all Tenderers who received the tender documents. The Tenderers will be allowed at least one week before the tender

submission deadline, to effect the changes to bidding document. Where necessary, the deadline for submission would be extended. This will be applicable whenever there are major errors or omissions to the tender document noted by the Procuring entity before the submission deadline

**xv.** All Tenderers are required to provide contact email addresses to the procuring entity through which they will be notified of the intention to award on the day that the Intention is sent to the Eswatini Public Procurement Regulatory Agency (ESPPRA)

**xvi.** All Tenders must be provided in English Language.

**xvii.** Completed tender documents under sealed cover with tenderer's name and addresses on reverse side of the envelope must be made and addressed to the Youth Enterprise Revolving Fund P.O. Box 6557, Mbabane, and delivered not later than **10:00am on the 6th October 2020**. One original and three (3) copies required. Mark clearly on the cover page, which is the original and which are the copies

**xviii.** Tenders will be opened soon after the closing date.

**xix.** Modifications and Withdrawal

- Tenderers may modify, or withdraw the tender prior to the deadline for the submission of tenders.
- The modification or notice of withdrawal shall be effective if it is received by the fund prior to the deadline for submission of tenders.

### **3. Conditions of the Tender**

- i. YERF will become the owner of all information, documents, programmes, advice and reports collected and compiled by the service provider in the execution of this tender.

- ii. The copyright of all documents, programmes, and reports compiled by the service provider will vest with YERF and may not be reproduced or distributed or made available in any other way without the written consent of YERF.
- iii. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of YERF
- iv. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- v. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the YERF
- vi. The Fund expressly reserves its rights, in its sole discretion to:
  - Accept or reject any Proposal;
  - Accept or reject individual items in a Proposal
  - Request clarification or further information regarding any item in the Proposal
  - Consider such alternate goods, services, and terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise.

#### **4. General Information**

Each Proposal must include the following information about the Bidder and its professional staff:

- i. Provide information about your firm's background. Include a brief history of the firm, full corporate name and affiliate firm, a full description of ownership and current location/s, number of employees, and number of years of experience providing audit services.

- ii. Provide background information on the principals of your company who will be associated with this engagement. Provide information about the general organisational structure of your firm, including names and reporting relationships of key management team members.
- iii. Provide a profile of the types of accounts and clients for which your firm presently provides auditing services, particularly your firm's experience with government and state owned entities. Describe any services your firm offers that may distinguish it from others or any unique qualifications of your firm to provide auditing services to the Fund.
- iv. Identify the Engagement Manager who will be the primary contact and lead manager in providing services to YERF, and who will be listed as a "key person" in any contract with the Fund
- v. Provide information about the audit team to be assigned to perform the Work, including the team's proposed organisation and staffing, as well as a description of the roles and responsibilities of each proposed audit team member. Include an organisational chart of the proposed audit team and a brief biography of the persons who will be primarily responsible for performing the Work. Describe your firm's "backup plan" in the event one or more of persons assigned to this engagement leave the firm.

## **5. PRELIMINARY EXAMINATION**

Prior to the detailed evaluation, the Procuring Entity will determine the substantial responsiveness of each Tender. For purposes of this clause, a substantially responsive Tender is one, which conforms to all the terms and conditions of the Invitation to the Tender document without material deviations. The Procuring entity's determination of a Tender's responsiveness is based on the contents of the tender itself without recourse to extrinsic evidence.

If a Tender is not substantially responsive, the Procuring Entity shall reject it. The Tender must not subsequently be made responsive by the Tenderer by correction of the nonconformity. The Youth Enterprise Revolving Fund will examine the Tenders to determine, whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Tenders are generally in order. The Youth Enterprise Revolving Fund shall reject any Tender when:

- The Tenderer has failed to demonstrate an ability to perform according to the requirements indicated in the Invitation to Tender documents;
- The Tenderer refuses to accept the correction of an arithmetical error;
- The Tenderer is not substantially responsive to the requirements of the Invitation to Tender documents or the technical specifications;
- The Tenderer has failed to comply with a request for clarification of Tenders.
- If a Tender Security has been requested and this does not accompany the Tender.

## **6. ELIGIBILITY CRITERIA**

The Board will require the tenderers to submit the following information alongside the tender documents

- Original/Valid official statement of the Directors, alternative directors, managers and auditors of the company (for Eswatini firms: Form 'J')
- A Original/Valid official statement of the annual summary of shares capital and shares (for Eswatini firms: Form 'C')
- Original/Valid current Labour Compliant Certificate.
- Original/Valid E300.00 Proof of Payment for the Tender Document
- Original/Valid Current Trading License
- Original/Valid Tax Compliance Certificate
- Police clearance or affidavit of Non-Conviction for Company Directors (Shareholders).





## **8. CONTRACT AWARD PROCEDURES**

- The awarding of contract shall be recommended to the best evaluated tenderer, as determined by the evaluation methodology and criteria specified in the invitation document.
- The contract award decision shall be taken by the appropriate approvals authority, but the award decision does not constitute a contract
- Following the contract award decision, the procuring entity shall prepare a notice indicating the name of the best evaluated tenderer, the value of the proposed contract and any evaluation scores. The notice shall be
  - a) Sent directly to all tenderers who submitted tenders by letter and where appropriate, by email; and,
  - b) The Tender Committee shall allow a period of at least ten working days to elapse from the date of despatch of the notice before a contract is awarded.

## **9. NEGOTIATIONS**

Expected address for contract negotiations: Mbabane Rhus Office Park (Old MTN Headquarters)

## **10. DURATION OF CONTRACT**

The contract duration will be from the date of award to 2023

## **11. PRICING & PAYMENT CONDITIONS**

- i) Prices indicated on the Price Schedule shall be the total price of service including, where applicable: All duties and other taxes;
  - o The price of travelling, insurance and other costs incidental to delivery of service to YERF;

- The price of any other incidental services required in terms of the tender deliverables;
- a) The service provider is expected to have the capacity to provide the service on all orders issued within 30 days without any advance payment.
- b) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- c) A bid submitted with a variable price quotation will be treated as nonresponsive and rejected.
- d) Prices shall be quoted in Emalangeneni.
- e) YERF has limited resources and bids must be competitive, with market related pricing, as this will be one of the deciding factors in the final award of the contract.

## **YOUTH ENTERPRISE REVOLVING FUND**

### **12. TENDER NO: 2 OF 2020/2021 PROVISION OF EXTERNAL AUDIT SERVICES**

I/We understand, hereby acknowledge, myself/ourselves fully, conversant with the details and conditions set out in the special Conditions and Specification and with the General Conditions of Purchase and Conditions of Tender attached and hereby agree to perform in accordance therewith: -

**APPENDIX A**

**13. SCOPE OF WORK**

The successful firm shall:

- Review the adequacy of the fund's internal and risk control systems and procedures and financial reporting to ensure all information is valid and conforms to International Financial Reporting Standards (IFRS).
  
- Perform a general compliance testing to determine whether the fund is operating within the framework of the applicable legislations, regulations and policies.

**YOUTH ENTERPRISE REVOLVING FUND - COMMITMENT FORM**

**14. TENDER NO: 2 2021/ 2020 Provision Of External Audit Services**

I (name of tenderer in full)

.....  
hereby agree to deliver all goods and services at the same time without altering the tendered price I quoted during tender submission date.

Residential.....  
Address

.....

Business .....  
Address

.....

Postal  
Address

.....

.....

Telephone.....  
Number

.....

Email  
Address

.....

Name of person authorised to sign this tender:

NAME .....

SIGNATURE .....