

List of Mandatory Content (Technical Proposal)

Prior to technical evaluation all technical proposals will be checked against the below list, and only those technical proposals which include all required documents will be further evaluated.

Administrative / legal mandatory requirements (qualification of tenderers):

- The technical proposal must be provided as one original, three copies, and a softcopy, and must be in the English language;
- A copy of the tenderer's company registration certificate, issued by the company registrar in the country of registration; the document may not be older than six months; applies to the tenderer;
- An **original** power-of-attorney for the person signing the tender, unless the person is named in the company registration of a single entity tenderer as authorised to sign on behalf of the company; applies to the tenderer;
- In the case of a subcontractor being included in the tender, a simple letter from the subcontractor with the agreement to be included as subcontractor is required; applies to the subcontractor (if any);
- Documentation issued by a competent government authority attesting to compliance with respect to the payment of taxes and social security contributions in the home country of the tenderer; the documentation may not be older than six months; national tenderers (registered in Ethiopia) must in addition provide tax registration certification (TIN, VAT); applies to the tenderer;
- Contact information (Annex 1.1) duly completed by the tenderer; must be provided as **original**; applies to the tenderer;
- Ratio for liquidity and solvency (Annex 1.2) duly completed and signed by the tenderer; must be provided as **original**; applies to the tenderer;
- Declaration of honour (Annex 1.3) duly signed, confirming that the tenderer is not to be excluded according to Chapter 13, Section 1 of the LOU (i.e. "grounds relating to criminal convictions") and to Chapter 13, Section 2 of the LOU (i.e. "grounds relating to insolvency, conflicts of interest or professional misconduct"); must be provided as **original**; applies to the tenderer;
- Self-declaration by tenderer (Annex 1.4) duly completed and signed by the tenderer; must be provided as **original**; applies to the tenderer;

- Self-declaration by subcontractors (Annex 1.5) duly completed and signed by the subcontractor; must be provided as **original**; applies to the subcontractor (if any);
- Personal data processing document (Annex 1.7) duly signed by the tenderer, acknowledging its content and compliance; must be provided as **original**; applies to the tenderer;
- Description of the quality assurance system in place for its operations, and contain at minimum (i) routines for the professional development of affected staff, (ii) routines for the handling deviations and complaints, and (iii) routines for audits of the quality assurance system; the description shall be sufficiently detailed to demonstrate that (i) to (iii) above are fulfilled; the tenderer may also demonstrate that the requirement is fulfilled by submitting relevant certification in accordance with EN ISO 9001, or an equivalent standard that includes the above-mentioned procedures; applies to the tenderer; and
- A confirmation that the attached Draft Framework Agreement, including both sets of Terms and Conditions (Annexes 3.1 & 3.2) are accepted, and that the proposed experts are available if the contract is awarded within the tender validity period (part of the mandatory Annex 4.1).

Mandatory technical proposal documents:

- Technical proposal submission form (Annex 4.1) duly completed and signed by the tenderer; must be provided as **original**; applies to the tenderer;
- A brief description of the tenderer (facts about the company, competence and capacity, as well as the company's market position); limited to 3 pages per company; applies to the tenderer;
- Methodology in response to the terms of reference (free format), including understanding of the terms of reference and context of the assignment, max. 20 pages;
- References for Assignment Performed by a Tenderer (Annex 1.6) for the tenderer; 15 references for similar projects over the past 7 years (including 5 in Ethiopia/East African region); the references shall correspond to the nature and scope of this procurement and shall demonstrate/confirm that the tenderer has carried out assignments that correspond to the nature and scope of the procurement in question; please refer for full details of requirements to Section 4 of the procurement document and Section 6 of the ToR;
- CVs (Annex 4.2) as required in the terms of reference and the procurement document; min. 3 and max. 5 CVs each for the three consultant levels; all CVs must include English language skills (language level definition Level 2), and at least 1 CV per level must include Amharic language skills (language level definition Level 2); at least 2 CVs for each consultant level must include relevant working experience in Ethiopia; each CV shall also include a brief description of 2 relevant assignment (within the auditing sector) including contact details for verification purposes;
- A list of consultants (Annex 4.4) available to work on potential assignments;
- A confirmation that the required resources (key staff) will be at the disposal of the tenderer when the project is to be implemented, and that required key staff can be mobilised on short notice (Annex 4.1);
- An acknowledgement that the requirements for performing the project, as stated in the terms of reference, are fulfilled; and
- A confirmation that the tenderer has the capacity, knowledge and experience to conduct all types of audits listed in the ToR.