



Request For Proposal (RFP) **for the Procurement of an Accounting Firm to provide a service of an Internal Audit**

RFP NO. GCF/RFP/2015/108

Date: 24 December 2015

GCF is accepting proposals from firms for the procurement of an Accounting Firm to provide a service of an Internal Audit. All interested parties must complete and return Annex B along with the proposal to the following:

Reference GCF/RFP/2015/108
Green Climate Fund
Attn: Procurement Specialist
175, Art Center-daero, Yeonsu-gu, Incheon 22004
REPUBLIC OF KOREA

E-mail: procurement@gcfund.org



1 RFP Details

- 1.1. The purpose of this RFP is to select a suitable vendor to complement internal audit to review and assess the adequacy of internal control over HR process, procurement, expense, accounting and financial reporting of the Green Climate Fund (GCF) in reference to the Terms of Reference (TOR) attached in Annex A.
- 1.2. Please note that this document is an RFP and not an invitation to bid. The terms set forth in this RFP, including all the annexes, will form part of any contract, should the Secretariat accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications agreed to by the Secretariat in the context of any negotiations entered into it.
- 1.3. The GCF may, at its discretion, cancel the requirement in part or in whole. It also reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to selection, without thereby incurring any liability to proposers/firms.
- 1.4. Proposers may withdraw the proposal after submission provided that written notice of withdrawal is received by the GCF prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. This RFP is issued under the GCF Administrative Procurement Guidelines . Information regarding to the guideline can be found at:
http://www.greenclimate.fund/documents/20182/24891/Administrative_Guidelines.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010?version=1.0
- 1.6. The Guidelines apply for the interpretation of this procurement process.

2 Currency

- 2.1. All prices shall be quoted in United States dollars (USD).

3 Evaluation

- 3.1. GCF will evaluate based on the Least-Cost Selection procurement method. (B.08/2015/31 Annex II, Section II, A.4.) The bidder shall submit a Technical and a Financial Proposal separately. The Technical Proposal shall be opened and evaluated by an appointed evaluation committee with the criteria attached in Annex C. Those bidders that meet the minimum qualification score of 75 points out of 100 points on the technical proposal will continue to have their Financial Proposals opened; those securing less than the qualifying mark will be rejected. The firm with the lowest price shall then be selected and invited to finalize a contract.

4 Award Criteria

- 4.1. GCF shall award the Contract to the Bidder whose Technical Proposal meets the minimum qualifying mark of 75 points out of 100 points and submits the lowest price in the Financial Proposal.



5 Signing of the Contract

- 5.1. GCF shall send the successful Bidder(s) an engagement letter, which constitutes the Notification of Award. The successful Bidder(s) shall sign and date the engagement letter, and return it to GCF within 5 days of the receipt.

6 Proposals Due

- 6.1. Bidders are responsible for the timely return of their proposal. All proposals must be received by the deadline and to the e-mail address below:

Date: 8 January 2016
Time: 12:00 Korean Standard Time (KST)
E-mail: procurement@gcfund.org

- 6.2. Proposals submitted shall be binding and valid for a period of sixty (60) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting services.

7 Clarifications

- 7.1. Firms with questions or requests for clarification are encouraged to send questions by e-mail to the address above promptly to allow time for the provision of a written response.

8 Corrupt, Fraudulent, Coercive, Collusive and other Prohibited Practices

- 8.1. The GCF requires that all GCF staff, proposers/bidders, suppliers, service providers and any other person or entity involved in GCF-related activities observe the highest standard of ethics during the procurement and execution of all contracts. The GCF may reject any proposal put forward by proposers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.

9 Quotation Form (Annex B)

- 9.1. The attached Quotation Form must be completed and signed. Firms shall return the completed and signed Quotation Form with their proposal.



Annex A (TOR for the Accounting Firm)

1 Introduction

- A. The Board of the Green Climate Fund, having considered the information contained in document GCF/BM-2015/Inf.06 Administrative Guidelines on the Internal Control Framework and Internal Audit Standards, on June 2015, decided to : (a) Adopt the Committee of Sponsoring Organizations of the Treadway Commission (COSO) framework as the internal control framework for the Green Climate Fund (the Fund); (b) Also adopt the Institute of Internal Auditor's (IIA) International Professional Practices Framework (IPPF) that comprises the Definition of Internal Auditing, the Standards, and the Code of Ethics applied to the Fund's internal auditor; and requested the Executive Director (c) to Implement the internal control framework and oversee the implementation of the internal audit framework by the Fund's Internal Auditor in line with Annex I to this document.
- B. This RFP seeks to procure an independent accounting firm to complement internal audit to review and assess the adequacy of internal control over HR process, procurement, expense, accounting and financial reporting of the Green Climate Fund (GCF)

2. Objective of the assignment

The objective of this assignment is to complement internal audit to review and assess the adequacy of internal control over HR process, procurement, expense, accounting and financial reporting of the Green Climate Fund (GCF)

3. Scope and focus of the assignment

- A. The independent accounting firm would perform the following procedures to assess the internal control effectiveness in HR process, procurement, expense, accounting and financial reporting
 - i. gather information on transactions, processes, procedures and systems
 - ii. identify processes and control activities
 - iii. test on control activities to evaluate control effectiveness
 - iv. record all elements of the assignments in working papers to be submitted to GCF and report findings
- B. The accounting firm would follow the following process:
 - I. Understand the organisation's mission and the mandate and role of the Internal Audit
 - II. Work closely with the Internal Audit in each stage of the assignment.

4. Duration of the assignment

The assignment is expected to take up to a maximum of three (3) weeks starting from the date of signature of contract by both parties, subject to adjustments as required and mutually agreed upon.



Annex B (RFP- Quotation Form)

The Quotation Form must be completed, signed and returned to GCF. Financial Proposal must be made in accordance with the instructions contained in this request.

The undersigned, having read the terms and conditions of Quotation No. GCF/RFP/2015/108 set out in the attached document, hereby offers to provide a service specified in the RFP at the price or prices quoted, in accordance with any specifications stated, and subject to the terms and conditions set out or specified in the bid document.

I, _____ (Name of Signing Official) _____, certify that I am _____ (Position) _____ of _____ (Legal Name of Company) _____; that by signing this RFP bid for and on behalf of _____ (Legal Name of Company) _____ I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

_____ (Signature) _____ (Name) _____ (Title)

_____ (Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing Address (Street/City/Province/Country): _____

Tel. No: _____ Fax No: _____

E-mail Address: _____

Offer valid until: _____ (Date) _____ (Must be at least thirty (30) days)

Payment terms 30 days - after presentation of the bill - accepted:



Annex C (Evaluation Criteria)

A evaluation committee will be established to evaluate each proposal.

	Criteria	Subscore	Score
1	Understanding of assignment <ul style="list-style-type: none"> • <i>Have the important aspects of the assignment been addressed in sufficient detail?</i> • <i>Is the scope of work well defined and correspond to the TOR?</i> • <i>Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?</i> 		30
3	Personnel <ul style="list-style-type: none"> • <i>Bachelors degree complemented by an auditing or accounting designation, eg. CPA, CIA, or equivalent.</i> • <i>Minimum 5 years of auditing experience.</i> 		30
4	Expertise of Firm in carrying out similar assignments <ul style="list-style-type: none"> • <i>Proven experience in working with international public and private and multilateral organizations.</i> 		40
	Total		100