

**Maputo**

# PROCUREMENT DOCUMENT

**Procurement: Framework Agreement for Audit Services**

**Procedure:** *Open Procurement*

**Reference number:** *UM2024/19446/MAPU*

# Important information

Tenders must be delivered to the Embassy of Sweden, Av.Julius Nyerere 1128 Maputo, Mozambique no later than May 14, 2025 at 16.00 hours.

The Embassy of Sweden in Maputo recommends that the tenderer, as soon as possible after receipt of this invitation, take note of the requirements in this dossier. Some of the requested documentation may have to be obtained from designated authorities, which can result in long lead times. Note that requirements defined as “must” or “shall” are mandatory and must be fulfilled in order to qualify for evaluation.

Requests for clarification or additions to the procurement document shall be submitted in writing via Oscar.j.lindberg@gov.se and marked with UM2024/19446/MAPU. The deadline for submitting questions is: 01-05-2025.

 Response (QA) to questions will be posted at the Embassy’s website at: www.swedenabroad.se/maputo/ no later than six (6) days before the tender submission deadline.

# 1. General orientation

## 1.1. Overall description of the procurement

The Embassy of Sweden in Maputo invites to open procurement procedure with the aim of signing three (3) framework agreement suppliers for high quality Audit Services.

## 1.2. Information on the contracting authority

The Embassy of Sweden in Maputo, Av. Julius Nyerere 1128, Maputo Mozambique

The long-term objective of the development co-operation financed by Sweden is to contribute to poverty reduction. Sweden’s development cooperation resources are funded through Swedish tax revenue. The Swedish parliament makes decisions regarding the state budget, which includes the funds allocated to international aid. Sweden’s government agency for development cooperation is the Swedish International Development Cooperation Agency (SIDA).

The Strategy for Sweden’s development cooperation for Mozambique (at present 2022-2026) is set by the Swedish government. The contracting part is the Embassy of Sweden in Maputo. The yearly budget for development and research cooperation in Mozambique amounts to approximately 65 MUSD for Sweden. Grand Agreement for Sweden’s development cooperation contributions in Mozambique are signed with partners such as NGO’s, Universities, Government agencies and International bodies like UN agencies and the World Bank.

Besides internal control aid efficiency, the fight against corruption within the Swedish Development Cooperation is one of the top priorities. The Embassy and Sida investigate all suspicions of corruption or irregularities and always take action whenever necessary. Important tools in Sweden’s anti-corruption wok are transparency, partnership , dialogue, monitoring , audits and forensic investigations.

For more information, please see [www.sida.se](http://www.sida.se) and [www.swedenabroad.se/maputo/](http://www.swedenabroad.se/maputo/).

## 1.3. Eligible to call-off

The Framework Agreement under this procurement is only valid to call-off from the Embassy of Sweden in Maputo.

## 1.4. Purpose and background of the procurement

The objective of the audit services are:

1. to undertake relevant audits of projects and programmes in a timely and professional manner in order to safeguard the use of donor government funding, prevent , detect and investigate corruption cases, and ensure an efficient implementation of projects and programmes,
2. To assist the Embassy and counterpart institutions, authorities and organizations in building internal capacity relating to audit services.

## 1.5. Description of the service to be procured

The auditor shall be prepared to and have the capacity to carry out the following main types of assignments:

1. Financial Audits in order to examine the quality of internal controls and to attest to the accuracy and veracity of the financial statements, if they are true and fair. For individual projects, this may include examination of the project or programme specific expenditures and financial reports submitted by the partner organization. The Audits are based on International Standards of Audit as well as Agreed upon procedures.
2. Efficiency Audits in order to review of whether the organization has the capacity, resources and competence to achieve its goals and whether the financial management is sound. This includes areas such as human resources, recruitment process, management structure, governing documents such as visions and strategies, internal control, etc. The efficiency audit involves an organization. The analysis shall lead to an assessment of the systems with recommendations and suggestions for improvements, where applicable. An efficiency audit is usually commissioned after the implementation has commenced.
3. Review Audits in order to review area like for example management and organization, risk management, anti-corruption, audit, procurement, financial management mainly on the management of Sida funds. The Review of Internal Control may for instance be used as a part of Sidas’s Pre-Award Assessment in order to examine whether the (potential) partner organisatio’s planned activity can be expected to be successfully pursued and that granted funds will be utilized in an accountable and transparent manner.
4. Procurement Audits in order to review the procurement procedures and compliance to procurement regulations and eventual other documentation guiding the procurement processes. Areas of review are for example contracting, contract management, administration processes, etc.
5. Investigate and Forensic Audit in order to investigate if funds withim the Swedish development cooperation are affected by irregular or fraudulent activities, and to establish and breach of the agreement, misuse of funds, use of eligible costs , etc. The approach to any forensic audit must be such that if fraud is detected, appropriate disciplinary and legal action will be considered by the Embassy and Sida. Any evidence of corruption and other supporting papers shall be in an appropriate format from the Consultant for use by the appropriate authorities.
6. Others types of audit related services as part of the Embassy’s financial monitoring, incluind spot checks of spending units, physical checks of assets and infrastructures, expenditures verification, and review of forwarding of funds mechanisms.
7. Assist on an ad-hoc basis in less complicated audit service that can be given by telephone or e-mail within 24 hours.

In some aasignments, a combination of different approaches and audits may be required.

It may be noted that there is an ingoing effort to harmonize and co-ordinate support provided by external partner. The arrangements for co-ordination will take different forms depending on the projects programme to be supported. Sweden may take on the role as Lead Donor for particular projects/programmes and, in such cases, the financial audit would also cover funds provided by other co-operating partners.

Internal/external Capacity Building and Advisory services:

Whereas the Embassy may initiate certain audits, it also receives a number of audit reports from its development co-operation partners as well as investigative reports in the case of suspicion of corruption. With respect to such audit reports, the scope of work will include providing expert advice to Embassy staff in assessing reports, drawing conclusions from reports and advice for Embassy staff in assessing reports, drawing conclusions from reports and proposing actions to be taken.

## 1.6. Framework agreement period

The framework agreement period runs for 24 calendar months. The Embassy is entitled (though not obligated) to extend the framework agreement twice with 12 calendar months, with unaltered terms and conditions. The total framework agreement period shall not exceed 48 calendar months.

The framework agreement start date is estimated at: (August 2025)

## 1.7. Volumes

During the framework agreement period of 2 years + 1 year + 1 year, the estimated value is approximately **8.000.000,00 SEK,** excl. VAT.

The maximum value of the framework agreement is in total **8.000.000,00**  SEK excluding VAT. If this maximum budget is reached, the framework agreement is terminated.

No guarantee of obtaining a certain volume is provided.

## [1.8. The opportunity to submit a tender on all or part of the procurement](https://www.kommersupphandling.se/elite/Journal/Procurement/ProcurementMaterial/MainCriteria/EditCriterion.aspx?JournalId=9204&CriterionId=362895)

Tenders shall cover the entire procurement as per the description of the services in 1.5.

## 1.9. Reasons relating to the decision not to divide the framework agreement

If the procurement is not divided into different lots, there shall be reasons that justify this decision.

As indicated in option 1.5, the Embassy wants the tenderer to submit full proprosal for all assignments. The reason on not to divide into lots, is that the Embassy expect the tenderer to be able to perform all assigmnets under the scope of the Frame Work Agreement.

## 1.10. Appendices

The procurement document relating to this procurement includes the following appendices:

Appendix 1- Terms of Reference

Appendix 2 - Draft of the framework agreement for audit services

Appendix 3 - Sida’s General Conditions for Framework Agreements and Contracts 2022.1

Appendix 4 - Language level definition

Appendix 5 - Declaration of honour

Appendix 6 - Reference for Assignement

Appendix 7 - Figures for Liquidity and Solvency

Appendix 8 - Price Basket

Appendix 9 - CV Template

Appendix 10- Self Declaration for subcontracts

Appendix 11 - Consultants

Appendix 12 - Personal Data Processing

# 2. Administrative terms and conditions

## 2.1. Procurement procedure

The procurement is carried out through an open procedure, in accordance with the Swedish Public Procurement Act (2016:1145), also known as LOU. The procedure does not allow the negotiation.Therefore, it is of great importance that the best possible terms and conditions are submitted in the tender.

## 2.2. Prerequisites for tender submission

### **2.2.1. Submission of the tender**

The tender shall be submitted in hard copy and must be signed by an authorized representative of the company or equivalent. The complete tender must be submitted in duplicate-one original and one copy. The tender should also contain a digital copy (USB memory or equivalent) and should be clearly marked with he name of the company and the Embassy’s reference number.If the tender versions in these media differ, the paper version shall govern.

The tenderer is not entitled to claim compensation for work or other costs associated with participating in the procurement.

### **2.2.2. The form of the tender**

All electronic documents in the tender shall be saved in a commonly used format, such as .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .txt, .jpg and .tif. Use the file format .zip if it is necessary to send the documents in a compressed form.

References to information in the form of links to web pages and unsolicited attachments will not be considered to constitute part of the tender and will not be taken into account in the review and evaluation of the tender.

In order to facilitate examination and evaluation of the tender, it is the Embassy’s strong desire that the submitted tender be formatted in accordance with the procurement document’s headings/disposition, that any templates belonging to the procurement document be used and filled in, and that references to any attachments be presented in a clear manner.

### **2.2.3. The language of the tender**

The tender shall be written in English. However, the following may be drafted in English or Portuguese.

* Single words, phrases and accepted terms
* Curriculum Vitae (CV)
* Testimonials, certifications, or certificates issued by a party other than the tenderer
* Documents issued by parties other than the tenderer, such as technical specifications, product information, or similar information and documents.

If the above-mentioned documents exist only in languages other than the above mentioned languages English or Portuguese then in addition to the document in the original language, a translation into Swedish or English shall also be attached.

### **2.2.4. Tender submission deadline**

The deadline to submit a tender is 14-05-2025.

### **2.2.5. Period of validity of the tender**

The tender shall be valid until 14-11-2025 the tender shall be valid 180 days from the last date to tender.

### **2.2.6. Variant tenders or alternative tenders**

Variant tenders or alternative tenders are not permitted. If the tenderer submits provisions or reservations pertaining to the conditions in the procurement document, the tender may be rejected. The tenderer is therefore asked to avoid providing information and attachments that have not been requested.

## 2.3. Clarification, additions, or questions on the procurement document

Questions, requests for clarification or additions to the procurement document shall be submitted in writing via Oscar.lindberg@gov.se and marked with UM2024/19446/MAPU. The deadline for submitting questions is: 01-05-2025. The Embassy cannot guarantee that questions received later than this day will be answerd. Answers to questions will be published no later tham 6 days before the closing date (14-05-2025). Responses to questions will be posted on the Embassy’s website at: [www.swedenabroads/maputo/](http://www.swedenabroads/maputo/).

Published questions and answers, as well as any clarifications and additions submitted during the tender period, constitute part of the procurement document.

## 2.4. Correction of errors, clarification and additional information of the tender

The Embassy is under no obligation to request additions or clarifications by the tenderers. However, the authority may allow or request that a tenderer correct a typing error, miscalculation or any other error in a submitted document, or clarify or complement such an act, as long as it complies with the principles of equal treatment and transparency.

It is therefore important that the tenderer ensure that all requested information and documents are provided in the tender.

## 2.5. Notification of decision

Notification of award decisions will be sent out to the Tenderers contact person’s address stated its tender.

The reception of a notification regarding the award decision does not mean that a binding framework agreement has been signed between the Embassy and the winning tenderer. A framework agreement only becomes legally binding when it has been signed by both parties.

Framework agreement will be signed no sooner than ten (10) days after the date on which the notification of the award decision is sent to the tenderers.

The Embassy can cancel the procurement if there are objective reasons, such as lack of competition, unforeseen events or too high prices. If the procurement is canceled a decision will be notified to all tenderers.

## 2.6. Confidentiality

As soon as the award decision has been sent to all tenderers, all documents relating to the procurement, including tenders, become subject to the principle of public access to official documents. If a tenderer considers that it may suffer damages if information provided in the tender should become public, the tenderer shall submit a written request for confidentiality containing **a)** the information to which the request for confidentiality pertains and **b)** what economic damages the tenderer would be suffered if the information should be disclosed.

Upon request for disclosure of tender documents, the Embassy will in each case review any request for confidentiality submitted by a tenderer. The Embassy’s assessment regarding confidentiality may be appealed to the administrative court. The Embassy can therefore not guarantee that the information in the tender will not be revealed to the public.

## 2.7. Examination and evaluation

The framework agreements will be awarded to the most economically advantageous tender, as determined according to the following basis:

**Best price-quality ratio**

The examination and evaluation of submitted tenders will be carried out in steps (described below), on the basis of the information provided by the tenderer in its tender, together with the supplementary documents.

#### Step 1 – Examination of tenders

In the first step, the Embassy will examine whether the submitted tender is complete and whether the requirements outlined in the section “Administrative terms and conditions” and in the section “Requirements for tenderers” have been met. The tenders that meet these requirements advance to Step 2; all other tenders will be rejected.

#### Step 2 – Examination of the object of the procurement

In Step 2, the Embassy will examine whether the tender meets the requirements associated with the object of the procurement, which are outlined in the section “Requirements for services.” The tenders that meet these requirements advance to Step 3; all other tenders will be rejected.

#### Step 3 – Evaluation

In Step 3, the tender is evaluated in accordance with the evaluation methodology, as set forth in the section “Evaluation of tenders.”

#### Step 4 – Qualification of tenderers

Prior to offering to sign the framework agreements, the Embassy will verify whether the requirements set forth in the section “Requirements of tenderers” is fulfilled by requesting information or evidence according to section “Qualification of tenderers”.

## 2.8. Contract terms and conditions

The tenders shall accept the attached framework agreement draf, including appendices (including the standard conditions and the terms of reference).

## 2.8.1 Call-off procedure

Combined call-off order

Call-off orders are implemented through a combination of a fixed ranking system and renewed competitive tendering.

Call-off orders equal to or below 160 hours is implemented through a ranking system. When calling-off, the top-ranked framework agreement supplier (in the ranking system) shall be selected. The top-ranked supplier is obliged to respond to the call-off enquiry within two (2 ) business days and (3) business days to submit the call-off response/proposal. If the supplier declines or fails to respond to the call-off inquiry, then the contracting authority has the right to issue the call-off inquiry to the next supplier in the ranking system, i.e., the framework supplier that was ranked second, and so on.

The supplier shall inform the Embassy and decline the assignment if there is a conflit of interest for the supplier to undertake the assignment.

If the Embassy assesse that the proposal does not meet the must requirements specified in the call-off inquiry, the assignment may be moved on to the next consultant in the ranked order.

Call-off orders above 160 hours is implemented through renewed competitive tendering. The call-off enquiry is issued to all suppliers contracted through framework agreements.

Three (3) suppliers will be accepted, provided that as many eligible offers are received.

## 2.9. Contract terms and conditions

The tenderer shall accept the attached framework agreement draft and Sidas Standard Conditions for Framework Agreements and Contracts.

**Answer:**

YES **[ ]** NO **[ ]**

## 2.10. Personal Data Processing

The tenderer shall accept the personal data processing agreement in Appendix - 12.

**Answer:**

YES **[ ]** NO **[ ]**

# 3. Requirements for tenderer This section lists the mandatory requirements that must be met by the tenderer in order to be accepted as a supplier. For each requirement the required proof is descrebid. Proof must be attached to the tender.

## [3.1. Self](https://www.kommersupphandling.se/elite/Journal/Procurement/ProcurementMaterial/MainCriteria/EditCriterion.aspx?JournalId=9204&CriterionId=360958)-declaration by tenderers

The tenderer shall respond to all requirements in the section “Requirements of tenderers” in this procurement document. Alternatively, it may reuse a previously completed ESPD.

If the tenderer choose to reuse the ESPD document, the tenderer is obliged to ensure that all requirements in the section “Exclusion grounds” and the section “Qualification requirements” in this procurement document have been answered in the attached ESPD.

## 3.2 Subcontractors on which the tenderer relies

A tenderer can rely on others companies’ capacity in order to meet the requirements relating to economic and financial standing or technical and professional capacity.. Other companies include natural or legal persons such as subsidiaries or sister companies within a group or a partner.

Tender who invoke the capacity of other companies must in the tender provide a special declaration regarding all the requirements set out in the section "Exclusion grounds" in this procurement document for each of the companies whose capacity is invoked. *Use Appendix 10 - Self-declaration for subcontractors on which the tenderer relies and consortium parties.*

A tenderer who wishes to exercise this right must, at the request of Sida, state the function that the company is to fulfill and submit a commitment from the company in question or otherwise demonstrate that the tenderer will have the necessary resources when the contract is to be fulfilled. The proof can consist of a parent company guarantee, cooperation agreement or the such a document.

The tenderer must without delay and on request submit documentation in accordance with the section "Qualification of tenderers" in this procurement document which proves that the above requirement is met.

*NOTE, subcontractor (s) to be used for the performance of requested services (ie the object of the procurement) are not to be considered as invoked companies.*

**Is the tenderer invoking the capacity of others?**

**Answer:**

YES **[ ]** NO **[ ]**

If yes, refer to the relevant appendix in the tender

# 3.3 Consortia

Joint bidding refers to the situation that the tenderer is not an individual legal or natural person who invokes the capacity of other companies, but that several legal or natural persons within the framework of a so-called consortium submit a tender. It is permitted to submit tenders through a consortium in this procurement.

Tenderers who intend to submit tenders in a consortium must submit in the tender a special declaration regarding all requirements set out in the section "Exclusion grounds" in this procurement document for each of the companies participating in the consortium. The qualification requirements must be met in full by the consortium. *Use Appendix 10 - Self-declaration for subcontractors on which the tenderer relies and consortium parties.*

The tenderer who submits a tender in a consortium shall, at the request of the Embassy, submit a copy of the consortium agreement signed by all consortium parties.

The tenderer must without delay and on request submit documentation in accordance with the section "Qualification of tenderers" in this procurement document which proves that the above requirement is met.

**Is the tender submitted as a consortium?**

**Answer:**

YES **[ ]** NO **[ ]**

If yes, refer to the relevant appendix in the tender

## 3.4. Qualification of tenderers

Whenever it is deemed necessary for the further processing of the tender, the Embassy may request information or evidence to verify fulfilment of the requirements set forth in the section “Requirements for tenderers”. This information/evidence is referred to as “supplementary documents”.

The Embassy will request the supplementary documents listed below (information/evidence) of the tenderer(s) to whom the Embassy intends to award a [Contract] or [framework agreement].

1. Evidence that the tenderer and any subcontractors on which the tenderer relies or consortium parties are not to be excluded according to Chapter 13, Section 1 of the LOU (i.e. section “A: Grounds relating to criminal convictions” in this procurement document) shall primarily consist of an “extract from a criminal records database,” or else an “equivalent document issued by a competent government authority”. If neither of these forms of evidence can be provided, the tenderer may submit a “declaration of honour before an authorised body, or a similar declaration”.

Under the current rules, the types of extracts from the criminal register that can be issued in Sweden are not such extracts from the criminal record databases as are referred to in the requirements of the law. There is also no competent government authority in Sweden that issues equivalent documents. The first and second evidence options are thus excluded for Swedish tenderers. The only option that remains is that a representative of the Swedish tenderer submit a declaration of honour. Examples of such declarations are available in *Attachment Appendix 5 - Declarations of honour.*

2. 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 and of any subcontractors on which the tenderer relies or consortium parties.

3. Documentation issued by a competent government authority in the country in question supporting the claim that the tenderer and any subcontractors on which the tenderer relies or consortium parties are not bankrupt, in company reconstruction, in liquidation or equivalent. Examples of such declarations are available in *Attachment Appendix 5 - Declarations of honour.*

4. A declaration of honour as proof that the tenderer and any subcontractors on which the tenderer relies or consortium parties have not entered into a voluntary arrangement with creditors, that their assets are not being administered by a liquidator or a court, or that they have not suspended their business activities. Examples of such declarations are available in *Attachment Appendix 5 - Declarations of honour.*

5. Documentation attesting to compliance with respect to registration in a register that is equivalent to the Swedish Register of Companies or trade register, or a similar register.

6. Alternative proof of economic and financial position, in accordance with the section “Financial ratio”.

7. Reference assignments.

8. Commitment in the form of a parent company guarantee, cooperation agreements, or equivalent from all subcontractors on which the tenderer relies.

9. A copy of a consortium agreement, signed by all consortium parties.

The supplementary documents (information/evidence) verifying fulfilment of the requirements set forth in the section “Exclusion grounds”, i.e. p. 1–4 above, may not be more than **three months old**, as calculated from the closing date for tenders.

**The following applies to all the above-mentioned documents:**

The tenderer is recommended to have the documentation at hand since this information is to be submitted without delay.

If the tenderer submits information/evidence in a language other than Swedish or English, the tenderer must submit on request a translation of the original document in Swedish or English.

If the tenderer cannot submit information/evidence in accordance with the above, an explanation must be attached to this. If the explanation is considered insufficient by Sida, this could mean that the tenderer will be excluded from the procurement, which may have consequences for the tender as a whole.

A tenderer is under no obligation to submit supplementary documents if the Embassy has access to the information or is able to obtain access free of charge to the information by electronic means.

## 3.5. Consultant conflicts of interest

If the Embassy is using an external consultant for the formulation of this procurement document (or for other preparatory work prior to this procurement) and the consultant also plans to submit a tender in the procurement, improper competitive advantages may arise. A consultant who has been engaged for the formulation of this procurement document or other preparatory work may therefore be excluded from submitting a tender in this part of the procurement. It is irrelevant if the consultant was hired by the Embassy or if the consultant participated as a subconsultant.

## 3.6. Exclusion grounds

#### A. GROUNDS RELATING TO CRIMINAL CONVICTIONS

Article 57(1) of Directive 2014/24/EU sets out the following reasons for exclusion:

#### A.1. Participation in a criminal organisation

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for participation in a criminal organisation, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

Only *if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### **A.2. Corruption**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for corruption, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### **A.3. Fraud**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for fraud, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests (OJ C 316, 27.11.1995, p. 48).

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### **A.4. Terrorist offences or offences linked to terrorist activities**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for terrorist offences or offences linked to terrorist activities, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3). This exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### **A.5. Money laundering or terrorist financing**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for money laundering or terrorist financing, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### **A.6. Child labour and other forms of trafficking in human beings**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for child labour and other forms of trafficking in human beings, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA (OJ L 101,15.4.2011, p. 1).

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### B. GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS

#### B.1. Payment of taxes

Has the economic operator breached its obligations relating to the payment of taxes, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Country or Member State concerned*

*b) Amount concerned and currency*

*c) Has this breach of obligations been established by means other than a judicial or administrative decision? (Yes/No). If "Yes", Please describe which means were used*

*d) Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the*

*taxes or social security contributions due, including, where applicable, any interest accrued or fines? (Yes/No)). If "Yes", Please describe them*

*e) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### B.2. Payment of social security

Has the economic operator breached its obligations relating to the payment social security contributions, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Country or Member State concerned*

*b) Amount concerned and currency*

*c) Has this breach of obligations been established by means other than a judicial or administrative decision? (Yes/No). If "Yes" Please describe which means were used*

*d) Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines? (Yes/No)). If "Yes", Please describe them*

*e) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C. GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTERESTS OR PROFESSIONAL MISCONDUCT

#### C.1. Breaching of obligations in the field of environmental law

Has the economic operator, to its knowledge, breached its obligations in the field of environmental law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning")? If "Yes", Please describe them*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.2. Breaching of obligations in the field of social law

Has the economic operator, to its knowledge, breached its obligations in the field of social law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning")? If "Yes", Please describe them*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.3. Breaching of obligations in the fields of labour law

Has the economic operator, to its knowledge, breached its obligations in the field of labour law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning")? If "Yes", Please describe them*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.4. Bankruptcy

Is the economic operator bankrupt? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.5. Insolvency

Is the economic operator the subject of insolvency or winding-up? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.6. Arrangement with creditors

Is the economic operator in arrangement with creditors? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.7. Analogous situation like bankruptcy under national law

Is the economic operator in in any analogous situation like bankruptcy arising from a similar procedure under national laws and regulations? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.8. Assets being administered by liquidator

Are the assets of the economic operator being administered by a liquidator or by the court? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.9. Business activities are suspended

Are the business activities of the economic operator suspended? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.10. Agreements with other economic operators aimed at distorting competition

Has the economic operator entered into agreements with other economic operators aimed at distorting competition?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes", Please describe them*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.11. Guilty of grave professional misconduct

Is the economic operator guilty of grave professional misconduct? Where applicable, see definitions in national law, the relevant notice or the procurement documents.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes", Please describe them*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.12. Conflict of interest due to its participation in the procurement procedure

Is the economic operator aware of any conflict of interest, as indicated in national law, the relevant notice or the procurement documents due to its participation in the procurement procedure?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.13. Direct or indirect involvement in the preparation of this procurement procedure

Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

##### C.14. Early termination, damages or other comparable sanctions

Has the economic operator experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes", Please describe them*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.15. Guilty of misinterpretation, withheld information, unable to provide required documents and obtained confidential information of this procedure

Can the economic operator confirm that:

a) It has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,

b) It has withheld such information,

c) It has not been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and

d) It has undertaken to unduly influence the decision making process of the contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with a description of the circumstances.*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

## 3.7 Qualification requirements

### 3.7.1 Suitability

#### Registration in a trade register

The tenderer shall be registered in a company, trade or association register or a corresponding register used by the company in which the tenderer’s business is located.

Swedish tenderers shall be registered for VAT (if not exempt from the payment of value added tax) and possess an F-tax card. Non-Swedish tenderers shall be registered for VAT (if not exempt from the payment of value added tax) and possess a Tax Identification Number (TIN).

**Does the tenderer fulfil the requirement?**

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

### 3.7.2 Economic and financial standing

#### Key financial ratios

The tenderer shall have such an economic position that it can maintain a long term agreement.

Extracts from the Creditsafe information database will serve as the basis for evaluation of the tenderers’ financial standing and financial stability. The tenderer shall have a rating of at least 60 (Low risk) in Creditsafe 's register.

If the tenderer **does not have a rating** in Creditsafe's register, it shall submit an adopted annual report that discloses key ratios in which liquidity amounts to at least 1 and an equity/assets ratio of at least 15. The key ratios that were recorded at the end of the last completed fiscal year constitute the basis for these calculations. At the request of the Embassy, the tenderer shall submit its last completed and adopted annual report in order to prove that the requirement is met.

The calculation of key ratios is carried out as follows:
Liquidity = Short-term solvency (Current assets / Current liabilities)
Financial strength = long-term solvency (Equity + 0.7 x Untaxed reserves) / Total assets

If according to Creditsafe’s register, a **lower** risk classification than “Low risk” is demonstrated, or if lower key ratios than at least 1 and an equity/assets ratio of at least 15% are detected, then the tenderer shall be deemed to satisfy the requirement, provided that a) or b) below are fulfilled.

1. At the request of the Embassy, the tenderer submits an explanation that is considered to make clear that the tenderer possesses equivalent financial stability.
2. At the request of the Embassy, the tenderer submits (a) guarantee(s) by the parent company or other guarantor regarding the tenderer’s financial stability. Such certificates shall be signed by the parent company or guarantor, or by the guarantor’s authorised signatory. In such cases, the demanded risk classification, as well as the requirements above shall be similarly reported and fulfilled by the parent company or the guarantor. The parent company or guarantor shall possess a minimum score of “Low risk” according to Creditsafe's register, or shall report key ratios where liquidity amounts to at least 1 and an equity/assets ratio of at least 15% by providing a copy of its last adopted annual report.

At the request of the Embassy, any company that **is not obliged to prepare annual reports** shall demonstrate that the company has a stable financial foundation by providing income or balance sheets for the previous two years, or by submitting the Swedish Tax Agency's form “Inkomst av näringsverksamhet” (“Business Income”) for the previous two years.

At the request of the Embassy, any **new company** shall demonstrate that the company has a stable financial foundation by reporting its share capital or the equivalent, any income or balance sheets, its customer base, and references for its bank or financier.

The tenderer shall, on request and without delay, provide documentation in accordance with the section “Qualification of tenderers" in this tender document. Such documentation must support the claim that the above mentioned requirements are fulfilled.

**Does the tenderer fulfil the requirement?**

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

# 4. Requirements

The template for this section should act as an aid when formulating a specification of requirements. The template in this section should be adapted to each individual procurement and is not mandatory for the person designing the procurement document.

## [**4.1. Subcontractors**](https://www.kommersupphandling.se/elite/Journal/Procurement/ProcurementMaterial/MainCriteria/EditCriterion.aspx?JournalId=9204&CriterionId=360955) **for the implementation of the assignment framework agreements**

The tenderer has the opportunity to hire a subcontractor / s to carry out the assignment. A subcontractor is a supplier who assists the tenderer with the services covered by this procurement and which are not invoked to ensure economic, technical and professional capacity. Such suppliers who supply various goods and services to the tenderer are noteither to be considered as subcontractors.

If a subcontractor (s) will be engaged for the execution of the assignment, the following information must be stated about the subcontractor (s) in the tender:

* Name
* Organization number
* Tasks that subcontractor (s) will perform

At the request of Sida, a tenderer who hires a subcontractor (s) to carry out the assignment, by means of a certificate or copy of a signed cooperation agreement, must demonstrate a cooperation relationship with the subcontractor (s) that is valid throughout the framework agreement period.

The tenderer is responsible for the subcontractor's work as for his own work. The tenderer is also responsible for the subcontractor complying with requirements, criteria and conditions in the framework agreement.

**NOTE:** The subcontractor (s) to be used for the performance of the requested services (ie the object of the procurement) are not to be considered as invoked companies in terms of financial, technical and professional capacity. See further under point 3.2.

**Will the tenderer engage subcontractor(s) to carry out the assignment?**

**Answer:**

YES **[ ]** NO **[ ]**

If yes, state the requested information above

## 4.2. Terms of reference for framework agreements

The tenderer **shall** accept the prerequisites for the implementation of the assignment, which are presented in Appendix 1 – Terms of reference.

**Answer:** Enter text here or refer to appendix

**Answer:** Enter text here or refer to appendix

## 4.3. Organisation of call-off assignments *For framework agreements*

The tenderer **shall** submit a description of staffing for future call-off assignments. The description must include the following:

* Process of staffing for future call-off assignments.
* The tenderer's network and co-operations (both in country and internationally) that will facilitate the implementation of future assignments, under this Framework Agreement.
* The tenderer **shall** have the capacity to carry out several call-off orders for the Embassy in parallel.

**Answer:** Enter text here or refer to appendix

## 4.4. Quality assurance routines

Tenderers shall provide a description of quality assurance routines that demonstrates how the quality of the service that is requested in this procurement will be quality assured. The description must include the following:

* How and by whom (name and/or function) future assignments will be quality assured.
* How the tenderer shall prevent and manage any deviations from the agreed-upon level of quality.

**Answer:** Enter text here or refer to appendix

## 4.5. Qualifications and competence

The tenderer **shall** provide a project leader/team leader, as well as other staff/team members necessary to the implementation of the assignment.

The tenderer must offer a minimum and maximum of three (3) conslutants (individuals) for level 1 and 2 respectivly. If a tenderer offeres more consultants (individuals) per level, only the first three (3) included will be considered. A maximum of one (1) can be offered for level 3.

The consultants who fulfils the requirements below will be listed as ‘approvel consultant’-see Appemdix 11, that can be usede within this framework. Additional consultants that the organization wants to engage for assignments in specific call-offs will fulfil requirements as specified below.

**Level 1 consultants shall**

* Have a master’s degree in Economics or equivalent.
* Have at least five (5) years of relevant working experience in a senior position to assignments in the auditing sector that are relevant to the services being tendered for,
* Be authorized Public Accountant/Chartered Accountant or equivalente,
* Have at least five (5) years of experience as signing auditor,
* Have at least three (3) years of international experience in investigation work within several jurisdictions, for example, but not limited to, international development cooperation or other no-profit operations,
* Have been responsible for and /or carried out at least five assignments in the last five years with relevance to auditing donor funded projects or programmes in development cooperation and the services being tendered for.
* Have very good skills in English, equivalent to at least level two (2) according the language level definition appendix, see appendix 4.

**Level 2 consultants shall**

* Have at least a bachelor’s degree in Economics or equivalent qualification,
* Have at least three (3) years of relevant working experience in a senior position to assignmets in the auditing sector that are relevant to the services being tendered for,
* Have at least one (1) year of international experience in investigation work withim several jurisdictions, for example, but not limited to, international development cooperation or other non-profit operations,
* Have participated in at least (3) three assignments during the tree years within the Finance/Accounting/Auditing Sector and the services being tendered for,
* Have very good skills in English, equivalent to at least level two (2) according the language level definition appendix, see appendix 4.
* Good skills in Portuguese, equivalent to at least level two (2) according the language level definition appendix, see appendix 4.

**Level 3 consultants shall**

* Have a master’s degree in law,
* Have at least three (3) years of professional experience in legal international work,
* Have at least three (3) years of experience in investigation work within an international context, for example, but not limited to, international development cooperation transactions and cases within several jurisdictions,
* Have some experience in different procurement procedures and processes for goods and services within development programs,
* Have very good skills in English, equivalent to at least level two (2) according the language level definition appendix, see appendix 4.

**The tenderer shall include the CVs of the proposed** Level 1, Level 2, and Level 3 consultants. The CV Template, Appendix 9, shall be used.

The tenderer is expected to describe one (1) previous experience in the reference assignment, see Appendix - 6 and other previous experiences in the CV template (Appendix 9)

Engamenet leader of the framework agreement

The tenderer must indicate which Level 1 consultant who will be in charge of the framework agreement and the Embassy of Sweden in Maputo primary contact for all matters relating to this agreement.

**Answer:** Enter text here or refer to appendix

## 4.6. Measures to limit travel For framework agreements and in the event that the implementation of the call-off order entails travel

Tenderers **shall** provide a description regarding the measures that will be taken to limit the number of trips (especially air travel) while implementing future call-off orders. The description must include the following:

* Alternative measures to limit the number of trips, especially air travel, in implementing the assignment. Examples of such alternative measures may include that the tenderer hires local consultants and uses resources in the immediate area, for example by travelling to a neighbouring country, using ICT resources, or similar measures.

**Answer:** Enter text here or refer to appendix

## 4.7. Reporting and documentation

On a yearly basis the auditor shall provide a written narrative report in the English language to the Embassy summarizing the major findings from the various audits undertaken, as well as summarize training , advice and other support provided to the Embassy. It should be possible to be provided with such a narrative report at no extra cost. This is to give the Embassy an overview of common features. If requested by the Embassy, there should also be a yearly meeting between the Embassy and the auditor.

**Answer:** Enter text here or refer to appendix

**4.8. Statistics For framework agreements**

The tenderer shall, at the request of the Embassy, provide statistics regarding the use of the Framework Agreement.

The statistics shall be reported once or *every six months .*

The statistics shall contain the following:

*Example:*

*- Total amount of call-offs*

*- Total number of call-off requests and information on yes / no answers*

It shall be possible to report the following headings in the statistics from the start of the contract until the request:

*Example:*

*- Client / authority*

*- Specification of Service / assignment*

*- Specification of the team (consultant levels) that performed the Service / assignment*

*- Number of hours*

*- Price per hour and assignment*

*- Place for execution*

*- Reimbursable costs*

The tenderer shall deliver requested statistics in digital form that is readable in publicly available cell-based calculation software, such as Excel or equivalent.

**Answer:** Enter text here or refer to appendix

# 5. Evaluation criteria

## 5.1. Organisation of call-off orders *For framework agreements* [maximum points 15]

The tender should specify the organizational set up for the performance of the services. The specification should meet the requirements set up in the ToR and cover below topics.

The assessment and scoring of the submitted description of staffing for future assignments/call-off orders will be done in accordance with the section “Evaluation of tenders.”

In the assessment, the following will be reviewed:

* How the tenderer intends to ensure the staffing for future call-off assignmentsAnd the organization should be designed to secure that personnel with adequate qualifications and experience are designated for the services (6 points).
* The tenderer shall have the capacity to carry out several call-off orders for the Embassy in parallel. (5 points).
* The tenderer should describe of availability for meetings on short notice planning and/or follow-up of assignments (4 points).

## 5.2. Quality assurance routines [maximum points 15]

The assessment and scoring of the submitted description of quality assurance routines will be done in accordance with the section “Evaluation of tenders.”

In the assessment, the following will be reviewed:

* How the tenderer guarantees the quality of the service that is requested in this procurement. (8 points)
* How the tenderer shall prevent and manage any deviations from the agreed-upon level of quality. (7 points )

## 5.3. Merits [maximum points 65]

Section 4.5 specifies the minimum requirements for proposed persons’ qualifications and competence. Whatever exceeds the minimum requirements shall be demonstrated below and will be assessed and scored in accordance with the section “Evaluation of tenders.”

It is **preferable** if *Level 1 consultant* hasthe following:

* Extensive international experience in investigation work within several jurisdictions, for example, but not limited to, international development cooperation or other non-profit operations (6 points).
* Extensive experience in auditing in donor-funded projects or programmes in Africa (6 points)
* Extensive experience in accounting and financial management rules, procedures and practices in Mozambique or another lusophone country (6 points)
* Extensive experience of polices for procurement applied by the different sectors in Mozambique or other countries with comparable setup (5 points)
* Experience in carrying out training activities (4 points)
* Extensive experience in conducting performance audits and efficiency audits (5 points)

It is **preferable** if *Level 2 consultant* hasthe following:

* Extensive international experience in investigation work within several jurisdictions, for example, but not limited to, international development cooperation or other non-profit operations 6 points)
* Extensive experience in conducting financial audits, performance audits and efficiency audits (6 points )
* Extensive experience in auditing in a wide variety of donor-funded projects or programmes in Africa (6 points)
* Experience in carrying out training activities (5 points )

It is **preferable** if *Level 3 consultant* hasthe following:

- Extensive professional experience from investigative and forensic audits (5 points)

- Experience of judicial processes and court procedures applied by the different sectores in Mozambique or other countries with comparable setup (5 points).

## 5.4. Measures to limit travel For framework agreements and in the event that the implementation of the call-off order entails travel [Maximum points 5]

The assessment and scoring of submitted descriptions regarding which measures will be taken to limit the number of trips (especially air travel) while implementing subsequent call-off orders will be carried out in accordance with the section “Evaluation of tenders.”

In the assessment, the following will be reviewed:

* Whether reasonable steps are proposed by which to limit the number of trips (especially air travel) while carrying out the assignment. (5 points)

# 6. Tender prices

Prices, fees and costs shall be expressed in SEK, excl. VAT, but including any other taxes and charges.

## 6.1. Hourly rates *For framework agreements*

The tenderer shall specify each consultant’s hourly rate below.

|  |  |  |
| --- | --- | --- |
|  | Number of hours (the specified number is to be used solely for the evaluation of tenders) | Price/hour |
| Level 1 consultant | [20hours ] |       |
| Level 2 consultant | [185 hours ] |       |
| Level 3 consultant | [20 hours ] |       |

For evaluation purposes, the quoted hourly rate is to be multiplied by the number of hours for each consultant level to determine a total price/offer price.

The structure through which the tender prices should be presented can be founded in appendix 8.

## 6.1.1. Abnormally low tenders

If a tender appears to be abnormally low, The Embassy is obligated to request that the tenderer explain the low price or cost. If the tenderer has failed to explain the low price or cost in a satisfactory manner, The Embassy will reject the tender.

# 7. Evaluation of tenders

The evaluation of tenders will be carried out on the following basis:
Best price-quality ratio

## 7.1. Evaluation method

The evaluation will be conducted on the basis of the below award criteria:

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| Award criteria |  |

 | Maximum score |
|

|  |
| --- |
| Organisation of call-off ordersQuality assurance routinesMeritsMeasures to limit travel |

 | [max 15][max 15][max 65][max 05]  |
| Total points | 100 |

The assessment and scoring of the award criteria will be carried out according to the following scoring scale:

|  |  |  |
| --- | --- | --- |
| The score for each criterion generates a weighted score. For example, a criterion score of 20 points that is deemed to be “Good” is assigned 0.8 x 20 = 16 points. (In the evaluation, the levels (in %) will be fixed. This means that no intermediate levels will be used.) | RejectedInadequateAcceptableGoodVery good | 0 %40 %60 %80 %100 % |

The tender must receive at least **65 points** to be eligible for further evaluation.

Definition of the scoring scale:

Rejected = The description or equivalent element is missing or has major shortcomings.

Inadequate = The description or equivalent element is included but has certain shortcomings.

Acceptable = The description or equivalent element is sufficiently good but lacks substantial benefits or is of uneven quality.

Good = The description or equivalent element is adequate and well suited for the purpose.

Very good = The description or equivalent element provides added value and is of high quality overall.

The quality score is used to reward provided quality by awarding tenders a percentage mark-up on the price, wherein the mark-up is a function of how much lower the quality of the tender is judged to be in relation to the maximum quality. This method makes it possible to determine a comparative value for each tender. The winning tender is the one with the lowest comparative figure.

#### The following formula is used:

Comparison value = Tendered price x (1 + Percentage surcharge).

Percentage surcharge = [(maximum quality score – quality score assigned)/maximum quality score] x upward adjustment factor;

The upward adjustment factor reflects the effect the quality offered should have when added to the price in an evaluation. The higher the upward adjustment factor is, the greater the importance accorded to qualitative criteria in relation to the price. For this procurement, the weighting factor is set at 3.

#### Evaluation example:

The upward adjustment factor is set at 3

Tender A: Price of 480,000 SEK; the total quality score obtained is 90 out of 100 points.

Tender B: Price of 400,000 SEK; the total quality score obtained is 75 out of 100 points.

##### Evaluation, Tender A

Percentage surcharge = (100 – 90) / 100 x 3; Percentage increase = 0.3;

Comparative figure = 480,000 x (1 + 0.3); Comparative figure = 624,000.

##### Evaluation, Tender B

Percentage surcharge = (100 – 75) / 100 x 3; Percentage increase = 0.75;

Comparative figure = 400,000 x (1 + 0.75); Comparative figure = 700,000.

The winning tender is A, since it has the lowest comparison value.