



**RFP-S-SGO-2020-022**  
**Auditing of the Accounts of the Union**

**New Bid Closing Date - 24 April 2020**  
**New Submission Instructions - submission by e-mail**  
**Questions and Answers**

**New Bid Closing Date:**

ITU hereby extends the bid closing date with one week, from 17 April 2020 to 24 April 2020 at 15.00 (Geneva time).

In the event the bid closing date were to be extended beyond 24 April 2020, the ITU will publish the date of that further extension at the latest by Tuesday 14 April 2020 COB.

**New Submission Instructions:**

ITU hereby informs all bidders of the following new submission instructions, which is due to the current COVID-19 pandemic. Hand-delivered submissions or submissions sent by registered mail to ITU Headquarters will NOT be accepted anymore. Instead all proposals will need to be submitted by e-mail to the two e-mail addresses below:

The technical proposal shall be sent to: PROC.technical@itu.int; and,  
The financial proposal shall be sent to: PROC.commercial@itu.int.

The subject title of the emails shall bear the name: *'Request for Proposal No. RFP-S-SGO-2020-022'*.

Failure to comply with these new submission instructions will lead to disqualification.

ITU wishes to reiterate what is already stated in the RFP, that even with the changes in the submission instructions: NO COMMERCIAL INFORMATION OR PRICES SHALL BE INCLUDED IN THE TECHNICAL PROPOSAL. FAILURE TO COMPLY WITH THIS RULE WILL LEAD TO AUTOMATIC DISQUALIFICATION OF THE PROPOSAL.

**Questions and Answers:**

Please find below responses to questions received in relation to the above-mentioned RFP, which are submitted as a single response to all Bidders.

Q1. The RFP-S-SGO-2020-022 requires the fixed fees for 4 years. Can you please confirm that fixed fee is a flat fee per year and not an up to fee per year?

A1: ITU confirms that the fixed fee is a flat fee, and not an "up to" fee per year.

- Q2: Could the requirement for French language skills be reconsidered so that English would be sufficient?
- A2: There will be no change to this requirement, see pass/fail criteria, **PF.4** *The Bidder demonstrates it has sufficient number of staff that are proficient in English and / or French. At least two members of the audit team need to be proficient in French if English is the main language or vice versa.*
- Q3: Regarding annex 10, apart from a statement declaring that we have the capacity to replace the allocated team, do you need any supportive information in this regard?
- A3: No.
- Q4: As for the Audit Team, in other audits of Organizations under the UN umbrella we have sometimes engaged experts from other External Control Organs (i.e., regional) of our country. Would it be a possibility in the case of ITU to engage one or two experts from other public external control bodies different to the SAI?
- A4: Provided that these experts are under the authority of the SAI, you may “subcontract” to anyone, as long as the criteria of (i) independence and (ii) working according to ISA (International standards on auditing) are complied with.

Elisabeth Eckerstrom  
Head Procurement Division  
International Telecommunication Union

Genève, 25 March 2020