



# INVITATION TO TENDER

## HAITI

July 2023

### TENDER REFERENCE NO

**External Audit services for Physical Inventory Count of  
Distribution Goods**

**for Fiscal Year End - September 30th, 2023**

---

**SUBMISSION DEADLINE: 12:00PM ON JULY 28, 2023**

**DEADLINE TO RESPOND TO QUESTIONS FROM BIDDERS: 12:00PM ON JULY 25, 2023**

**BID SUBMISSION: Haiti Procurement (Bids): [ht\\_proc@crs.org](mailto:ht_proc@crs.org)**

---

#### **PART 1 : INVITATION TO TENDER**

- Introduction to CRS
- Project Overview and Requirements
- Award Criteria
- Instructions & Key Information

#### **PART 2 : CORE REQUIREMENTS AND SPECIFICATION**

Detailed description of CRS specific requirements (delivery dates / locations, etc).

#### **PART 3 : BIDDER RESPONSE DOCUMENT**

Template to be used to submit response to this Invitation to Tender.



## PART 1 – INVITATION TO TENDER

### 1. INTRODUCTION TO CATHOLIC RELIEF SERVICES

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We are motivated by the Gospel of Jesus Christ to cherish, preserve and uphold the sacredness and dignity of all human life, foster charity and justice, and embody Catholic social and moral teaching as we act to:

PROMOTE HUMAN DEVELOPMENT by responding to major emergencies, fighting disease and poverty, and nurturing peaceful and just societies; and,

SERVE CATHOLICS IN THE UNITED STATES as they live their faith in solidarity with their brothers and sisters around the world.

As part of the universal mission of the Catholic Church, we work with local, national and international Catholic institutions and structures, as well as other organizations, to assist people on the basis of need, not creed, race or nationality.

For more than 60 years, CRS has worked in Haiti to tackle poverty, create more powerful and just societies, and help communities develop the knowledge, understanding, and skills to bring about desired change so they can drive their own recovery and development. Partnering with the Catholic Church, the Government of Haiti, and more than 200 faith-based and community-based organizations, our work includes:

- **Emergencies**
- **Education**
- **Health and Social Services**
- **Agriculture**
- **Partnership**

For more information on the work, we undertake and recent achievements, visit our [website](#).

### 2. PROJECT OVERVIEW

| Item                           | Description  |
|--------------------------------|--|
| <b>Description of Services</b> | <b>Physical Inventory Count of Distribution Goods for Fiscal Year End - September 30th, 2023</b>   |
| <b>Outcome of Tender</b>       | <i>Contract – the successful supplier(s) will be awarded a ‘Contract’ which will commit CRS to carry out the physical Inventory count services as defined in the contract at the agreed rates.</i> |
| <b>Duration of Award</b>       | <i>The successful supplier will be awarded a contract to carry out the services for a duration of 3 months.</i>  |



Further detail on the specific requirements of the project (e.g, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

### 3. AWARD CRITERIA

CRS is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against three weighted categories of criteria: **Essential Criteria**, **Capability Criteria**, and **Commercial Criteria**.

#### 3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

#### 3.2 CAPABILITY CRITERIA (60%)

Criteria used to evaluate the bidder's ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

#### 3.3 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

### 4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), CRS may withdraw their award decision.

### 5. BIDDER INSTRUCTIONS

#### 6.1 TIMESCALES

| Activity                                      | Date            |
|---|-----------------|
| Issue Invitation to Tender                    | July 14, 2023   |
| Deadline to respond to questions from Bidders | July 25, 2023   |
| Deadline for Bid Submission                   | July 28, 2023   |
| Award Contact                                 | August 14, 2023 |

The above dates are for indicative purposes only and are subject to change.



## 6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in Part 3 of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can only be submitted via:

### Electronic Submission of Questions via Email

- Email should be addressed to Haiti, Port-au-Prince Procurement at [ht\\_pap\\_procurement@crs.org](mailto:ht_pap_procurement@crs.org)
- The subject of the email should be “**Questions / RFP-HT4182\_FY\_2023-07-14 / – ‘Bidder Name’**”,
- Do not copy other CRS email addresses into the email when you submit it as this will invalidate your bid.

### Electronic Submission of Bidders Response via Email

- Email should be addressed to Haiti, Port-au-Prince Procurement at [ht\\_pap\\_procurement@crs.org](mailto:ht_pap_procurement@crs.org)
- 
- The subject of the email should be “**ITT / RFP-HT4182\_FY\_2023-07-14 / Bidder Response – ‘Bidder Name’, ‘Date’**”.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other CRS email addresses into the email when you submit it as this will invalidate your bid.

## 6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **12:00PM & JULY 28, 2023**

Bids must remain valid and open for consideration for a period of no less than 90 days.

## 6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

| Name                           | Email Address  |
|--------------------------------|--|
| CRS Port-au-Prince Procurement | <a href="mailto:ht_pap_procurement@crs.org">ht_pap_procurement@crs.org</a> |

Please be advised local working hours are “from **8:00 AM to 4:00 PM**”. Please allow up to “**2 day**” days for a response.

Where the enquiry may have an impact on other bidders within the process, Catholic Relief Services will notify all other Bidders to maintain a fair and transparent process.



## **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

### **Scope of Work for External Audit Firm**

#### **Introduction:**

CRS Country Programs (CP) with an inventory of distribution goods, such as donated and purchased food commodities, pharmaceuticals, bed nets, pre-positioned goods, program materials, construction materials, etc., valued at 750,000 USD or greater on September 30<sup>th</sup>, 2023 (fiscal year end), are required to engage an independent, external audit firm to observe physical inventory count processes performed by CRS staff.

The eligible audit firms should meet the following criteria:

1. Certified and registered to operate by governing law of the local government.
2. Qualified under the United States Government’s “Yellow Book” audit.
3. Have at least three years prior experience in undertaking physical inventory for United States Government food aid programs.
4. Have adequate, experienced staff for the assignment.

#### **Objective:**

The auditor is required to observe the year-end physical count and:

1. The physical existence of the inventory.
2. The physical condition of the inventory.
3. The effectiveness and transparency of the physical count procedures.
4. The validity and completeness of receiving & issuing documents and inventory records.
5. The validity of count results and discrepancy adjustments.

#### **CRS PIC Process & Requirements:**

The following is *some* additional background information for the audit firm observing PIC processes. This is not intended to be an exhaustive list.



1. A complete, physical inventory count (PIC) must be conducted at fiscal year-end.
2. PICs should be scheduled and completed, with all discrepancy adjustments completed by September 30<sup>th</sup>.
3. All inventory operations must freeze, starting at least one day prior to the count, and remain frozen until the count is completed and discrepancies between theoretical and

- actual inventory are approved. If movement of goods is allowed due to management approved and compelling reasons, then sufficient care should be exercised by staff.
4. To the extent possible, the inventory count should be planned accordingly and executed at the same time with the other warehouses.
  5. The PIC process must evaluate and confirm the quality and quantity of all items in the storage location, including the condition of all packaging.
  6. A count team must be formed and consist of two or more staff from different departments who are not directly involved with inventory and storage facility management (*e.g., from administration, programming, finance [excluding staff assigned to the supply chain cost accountant role]*). The count team must be trained to conduct and document PICs.
  7. CRS non-supply chain staff will perform the count, verifying the quantity, quality, and integrity of each stock-keeping unit (SKU) in storage. Members of the supply chain team can be consulted during the count but cannot participate in the counting process.
  8. The Supply Chain Manager is responsible for scheduling the PIC and training the count team (as needed).
  9. The Country Representative (CR) must approve all PIC results, including all inventory adjustments when there are discrepancies.
  10. CRS stock on hand may be located in CRS-managed warehouses and/or external storage facilities managed by a third party.
  11. Any items stored on behalf of third parties that do not qualify as CRS goods or stock on hand should be excluded from the count.
  12. CRS countries using the Insight SCM module will set up and complete the physical inventory count process in the system. CRS countries not using the system, will perform the count manually.

### Auditor Responsibilities:

The audit firm will be expected to perform the following tasks:

- 1) The auditors will review and familiarize themselves with:

|    |   |
|----|---|
| a) | <br>Inventory Counts<br>Policy EN.pdf        |
| b) | <br>Annual Physical<br>Inventory Process.pdf |

- i) Auditor should understand the process involved with reconciling theoretical inventory on records (system or stock cards) with actual inventory based on count results.
- c) Warehouse or storage facility layout, stacking process, documentation, and count sheets before the count commences.

2) Representatives of the audit firm will also:

- a) Attend and observe physical count process.
- b) Validate the composition of the CRS inventory count team.
- c) Verify that the role of the count team is well-defined and understood by all team members.
- d) Verify the proper use, distribution, and monitoring of inventory count sheets and tags by the count team.
- e) Ascertain the existence of adequate measures to control transfer of items from one warehouse to another *if count is not performed simultaneously on all warehouses*.
- f) Compare the physical count with stock cards, register books and system of record used (*i.e., Insight, Food Log, etc.*) by CRS office.
- g) Confirm that the count includes all distribution goods in storage, including purchased and donated items, before count is concluded.
- h) Verify the count results (*includes validating the comparison between theoretical inventory vs. physical count results to ensure that any discrepancies have been addressed and explanations provided*).
- i) Countersign count sheets to attest to observation of the physical count.
- j) Consult CRS senior management in case of disagreement in the count and when recounting the whole inventory is necessary - implying extended timetable and affecting the normal warehouse operations.

**Deliverables:**

- (1) Prepare draft audit report, including auditor's opinion as to the accuracy of the count results. The draft report will include the following sections:

**a. PIC Results Tables:**

- Full Physical Inventory Count Results (*Storage Location, Item, Quantity, UoM*)
  - Separated by:
    - Gift In-Kind Donations
    - Purchased Goods
- Discrepancies found between theoretical inventory versus actual inventory (*Storage Location, Item, Quantity and UoM*)
- Reasons identified by CRS to explain each discrepancy or variance.

- The report prepared by the auditor should reflect the same unit of measure or UoM (*such as kg, pieces, etc.*) as the one used in the Monthly Inventory Report sent to HQ. For countries using the SC Insight module to conduct PIC, the UoM applied to each item in Insight should match the UoM included in auditor’s report. In case of any doubts, the UoM for each item can also be found on the count sheets. In cases where actual SKU UoM is different from system UoM, auditors report should include conversion between SKU UoM and system UoM for all deliverables. See tables below for reference.

See examples of Tables below for GIK goods. (*Note: The same requirements apply for purchased goods*).

Full Physical Inventory Count Results - Gift In-Kind Donation

| Storage Location (System IO) | Item Code | Item Description | System UoM | SKU       | Number of SKU Counted | PIC Result Recorded in System<br><i>~Actual Inventory~</i> | Item + Packaging Condition |
|------------------------------|-----------|------------------|------------|-----------|-----------------------|--|----------------------------|
|                              | CORN01    | Yellow Corn      | kg         | 25 kg bag | 100 bags              | 2,500 kg   | Expired                    |

Discrepancies that require adjustments in system or in warehouse manual system.

| Storage Location (System IO) | Item Code | Item Description | System UoM | SKU       | Number of SKU Counted | PIC Result Recorded in System<br><i>~Actual Inventory~</i> | Theoretical Inventory<br><i>~System Records~</i> | Discrepancy (Variance) | Reasons for Discrepancy  |
|------------------------------|-----------|------------------|------------|-----------|-----------------------|--|--|------------------------|--|
|                              | CORN01    | Yellow Corn      | kg         | 25 kg bag | 100 bags              | 2,500kg  | 4,000kg  | 1,500kg                | (1) Un-Recorded Issue Out transaction<br>(2) Loss under investigation<br>(3) Other reasons |

**b. Observations and Comments:**

- i. On PIC process



- ii. On condition of items
- iii. On condition of each storage facility

(2) Prepare final audit count report after concurrence from CRS management.

### Report Deliverable Dates:

- Draft Report due by: *October 1, 2023*
- Final Report due by: *October 15<sup>th</sup>, 2023*

## PART 3 – BIDDER RESPONSE DOCUMENT

### I. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.**

### 2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by CRS. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Catholic Relief Services through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## SECTION 1 - ESSENTIAL CRITERIA

**INSTRUCTIONS – Bidders are required to complete all sections of the below table.**

| Question  | Bidder Response                                  |                                      |
|---|--|--------------------------------------|
|   | Yes / No   | Comments / Attachments               |
| <p>Bidder is certified and registered to operate by governing law of the Haitian Government.</p> <p><b>Bidder must provide a copy of the legal documents allowing them to operate in Haiti.</b></p>   |  |                                      |
| <p>Bidder is qualified under the United States Government's "Yellow Book" audit.</p> <p><b>Bidder must attach the document that certifies qualification.</b></p>  |  |                                      |
| <p>The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that CRS will undertake independent checks to validate this.</p>  |  |                                      |
| <p>The Bidder confirms it is fully qualified, licenses and registered to trade with Catholic Relief Services (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Business registration certificate</li> <li>- Trading license</li> </ul> |  |                                      |
|   | <b>Requirement</b>                               | <b>Bidder Response / Attachments</b> |
|   | <b>Legitimate Business Address</b>               |                                      |
|   | <b>Tax Registration Number &amp; Certificate</b> |                                      |
|   | <b>Business Registration Certificate</b>         |                                      |
|   | <b>Trading License</b>                           |                                      |

## SECTION 2 – CAPABILITY QUESTIONS

**Instructions – Bidders are required to complete all sections of the below table.**

| Item | Question   | Bidder Response        |                                |                      |
|------|--|------------------------|--------------------------------|----------------------|
| 1    | <p><b>REFERENCES</b><br/>Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender.<br/>Examples provided must be for similar projects within a similar environment / context to that in which Catholic Relief Services operates, and within the last two (2) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Catholic Relief Services)</i></p> | Client Name            | Contact Details (Name & Email) | Project Description  |
|      |  | 1)                     |                                |                      |
|      |  | 2)                     |                                |                      |
| 2    | Bidder must Have at least three years prior experience in undertaking physical inventory for United States Government food aid programs.   | <b>Bidder Response</b> |                                | <b>Attachment(s)</b> |
|      |  |                        |                                |                      |
| 3    | <p>Bidder must Have adequate, experienced staff for the assignment.</p> <p>Provide staff curriculum as attachments</p>   | <b>Bidder Response</b> |                                | <b>Attachment(s)</b> |
|      |  |                        |                                |                      |

**NB: Bidder must provide a full presentation of their company along with a technical offer as part of Submission package**


### SECTION 3 – Detailed Budget

| SERVICE                                 | SPECIFICATION | QUANTITY | UNIT PRICE | TOTAL PRICE |
|---|---------------|----------|------------|-------------|
|   |               |          |            |             |
|   |               |          |            |             |
|   |               |          |            |             |
|   |               |          |            |             |
| OTHER COMMERCIAL CONSIDERATIONS         |               |          |            |             |
| Duration for which pricing can be fixed |               |          |            |             |

### SECTION 4 – BIDDER SUBMISSION CHECKLIST

| We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:    |                                      |             |
|---|--------------------------------------|-------------|
| No  | Section                              | Please Tick |
| 1.  | Section 2 – Essential Criteria       |             |
| 2.  | Section 3 – Capability & Questions   |             |
| 3.  | Section 4 – Commercial Questions     |             |
| We, the Bidder, confirm we have uploaded all of the required information and supporting evidence: |                                      |             |
| Section   | Required Document / Evidence         | Please Tick |
| Essential Criteria Evidence   | Proof of legitimate business address |             |

|                                     |   |  |
|-------------------------------------|---|--|
|                                     | Copy of tax registration number & certificate |  |
|                                     | Copy of business registration certificate     |  |
|                                     |   |  |
|                                     |   |  |
|                                     |   |  |
| <b>Capability Criteria Evidence</b> | Completed Bidder Response Document            |  |
|                                     | Supporting Financial Documents                |  |
|                                     | Presentation of Company and technical offer   |  |
|                                     |   |  |
|                                     |   |  |
| <b>Commercial Criteria Evidence</b> | Detailed budget                               |  |
|                                     |   |  |
|                                     |   |  |
|                                     |   |  |

| <b>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</b> |   |                  |
|---|---|------------------|
| <b>Policy</b>   | <b>Policy / Document</b>  | <b>Signature</b> |
| CRS code of conduct for Suppliers   | <br>Code Conduite<br>CRS.pdf |                  |

We confirm that Catholic Relief Services may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature: .....

Name: .....

Title: .....

Company: .....

Date: .....