16/08/2024

1. Buyer

1.1 Buyer

Official name :	Invest International Public Programmes B.V.
Legal type of the buyer:	Body governed by public law
Activity of the contracting authority:	Economic affairs

2. Procedure

2.1 Procedure

Title:	B04.008.2024 Hiring capacity to execute the Internal Auditor Function
Description:	• Preparing a proposal for the Internal Audit strategy during the term of the Agreement (7 years). • Maintaining the Internal Audit Charter. • Preparing and applying the Internal Audit methodologies, including reporting formats. • Preparing an annual audit plan based on a high-level risk analysis. • Presenting an audit scope for every audit to be executed. • Coordinating with the Contracting Authority's Director Risk & Compliance and with the management team regarding the annual audit plan including risk analysis. • Attending the ARC/SB twice a year. • Performing audits and discussing draft findings and recommendations. • Preparing reports on audit findings and progress reports. • Compile short annual report and a short report on work performed and results for ARC/SB meetings. • Monitoring the completion and monitoring of the Contracting Authority's outstanding audit items. • Perform 4 to 6 audits every year, covering the entire spectrum of Invest International. Organizing the Internal Auditor Function, including 4 to 6 audits per year
Procedure identifier:	6625a770-7419-4cf3-a035-454d4d4ebc1f
Internal identifier:	B04.008.2024
Type of procedure:	Open
The procedure is accelerated:	no
Main features of the procedure :	European public procedure

2.1.1 Purpose

Main nature of the contract:	Services
Main classification(cpv):	79210000Accounting and auditing services

2.1.2 Place of performance

Country subdivision (NUTS):	Agglomeratie ’s-Gravenhage(NL332)
Country:	Netherlands
Additional information:	Den Haag

2.1.4 General information

Additional information:	procurement@investinternational.nl. Deadline submitting questions: 21 August 2024, 23.59 p.m.

Legal basis:

Directive 2014/24/EU

2.1.6 Grounds for exclusion

Purely national exclusion grounds:	Exclusion grounds are defined in the procurement documents or in TenderNed

5. Lot

5.1 Lot technical ID:LOT-0000

Title:	Hiring capacity to execute the Internal Auditor Function
Description:	Internal auditor conducting yearly 4 to 6 audits covering the entire spectrum of Invest International (e.g. Human Resource, Business, Legal, Procurement, Impact, ESG). Audit Services, Internal Audit
Internal identifier:	1

5.1.1 Purpose

Main nature of the contract:	Services
Main classification(cpv):	79200000Accounting, auditing and fiscal services

Options:

Description of the options :	Extensions

5.1.2 Place of performance

Country subdivision (NUTS):	Agglomeratie ’s-Gravenhage(NL332)
Country:	Netherlands
Additional information:	Den Haag

5.1.3 Estimated duration

Start date:	01/01/2025
Duration end date:	01/01/2032

5.1.4 Renewal

Maximum renewals:	2
The buyer reserves the right for additional purchases from the contractor, as described here:	One (1) time three (3) years and one (1) time one (1) year.

5.1.6 General information

Reserved participation:	Participation is not reserved.
The names and professional qualifications of the staff assigned to perform the contract must be given:	Not required

Procurement Project not financed with EU Funds.

The procurement is covered by the Government Procurement Agreement (GPA):	yes

5.1.7 Strategic procurement

Aim of strategic procurement:	No strategic procurement

5.1.9 Selection criteria

Criterion:	
Type:	Other
Name:	E1 Agreement on the tender documents, including the option to execute the Mock audit and the tender procedure to be followed
Description:	The Contractor has taken note of the 'Tender Documents' (including the option to execute the Mock audit) and the accompanying appendices, as included in the folder ‘Tender Documents’. The Contractor agrees with the contents of these Tender Documents, including the procedure followed and the description of the assignment.
Use of this criterion:	Used
Criterion:	
Type:	Other

Name:	E2 Arvodi 2018 (appendix 5) and concept agreement (appendix 7)
Description:	The Contractor fully and unconditionally conforms to the 'Concept Agreement' (appendix 7) and the Arvodi 2018 (appendix 5). Both documents are included in the folder 'Tender Documents'. This means that only the conditions applied by the Contracting Authority are applicable. The proposal of the Contractor does not refer (in part) to other legal conditions, not even if they do not contradict the conditions of the Contracting Authority. If the Contractor is unable to agree with one or more articles, he can propose alternative formulations during the question round. The Contracting Authority will indicate in the memorandum of information whether he can agree to any alternative formulations.
Use of this criterion:	Used
Criterion:	
Type:	Other
Name:	E3 Concept Waiting Room Agreement (appendix 8)
Description:	The Contractor fully and unconditionally complies with the ‘Concept Waiting Room Agreement’ (appendix 8). This document is included in the folder: 'Tender Documents'. If the Contractor is unable to agree with one or more articles, he can propose alternative formulations during the question round. The Contracting Authority will indicate in the memorandum of information whether he can agree to any alternative formulations.
Use of this criterion:	Used
Criterion:	
Type:	Suitability to pursue the professional activity
Name:	E4 European Single Procurement Document (ESPD)
Description:	The Contractor completes and signs the ESPD. The ESPD is attached as an appendix in the folder 'Tender Documents’.
Use of this criterion:	Used
Criterion:	
Type:	Other
Name:	E5 Holding Statement (appendix 3)
Description:	This Holding Statement must be validly completed and signed by the Contractor (in whatever composition). This appendix can be found in the folder 'Tender Documents'.
Use of this criterion:	Used
Criterion:	
Type:	Technical and professional ability
Name:	E6 Key competence (appendix 2)
Description:	The Contractor proves that he has sufficient qualities to be able to properly execute this assignment in accordance with the relevant conditions as described in appendix 1 'Suitability Requirements'. Key competence 1: The Contractor was responsible for performing evaluations based on the combination of the following aspects in a previous Assignment. The reference relates to the evaluation-contract for a project of up to € 12,000,000: 1. Rigorous & impact evaluation; 2. A public infrastructure project combined with motorized traffic using it; 3. Performed in a developing country . Explanation: The Contracting Authority wishes to establish that the Contractor has the competence to perform the technical/content part of this assignment correctly and appropriately. Key competence 2: The Contractor was responsible for performing evaluations based on the

	combination of the following aspects in a previous Assignment. The reference relates to the evaluation-contract for a project of up to € 12,000,000: 1. Working with local stakeholders inclusive the government; 2. Performed in a developing country . Explanation: The Contracting Authority wishes to establish that the Contractor has the competence to understand the importance of the different stakeholders and has the ability to approach them appropriately and work with them to complete the task successfully.
Use of this criterion:	Used
Criterion:	
Type:	Technical and professional ability
Name:	E7 Program of Requirements (appendix 4)
Description:	The Contractor agrees with the Program of Requirements as attached as appendix 4 in the folder 'Tender Documents'.
Use of this criterion:	Used
Criterion:	
Type:	Suitability to pursue the professional activity
Name:	E8 Registration national professional or trade register
Description:	The Contractor is registered in the national professional or trade register of the country of origin in accordance with the requirements of the country where the Contractor is located, in accordance with the relevant conditions as described in appendix 1 'Suitability Requirements'.
Use of this criterion:	Used
Criterion:	
Type:	Other
Name:	E9 Suitability requirements (appendix 1)
Description:	The Contractor agrees with and meets the requirements of suitability regarding technical and professional competence as added as appendix 1 in the folder 'Tender Documents’.
Use of this criterion:	Used
Criterion:	
Type:	Other
Name:	E10 The Contractor who receives the award-intention, submits the following documents:
Description:	1. Declaration of Conduct for Tendering (in Dutch: gedragsverklaring aanbesteden (GvA). 2. Tax authority statement. 3. Copy Liability Insurance Policy 4. Copy WTA License 5. Copy Registration NBA 6. Signed KYC format (appendix 10) 7. Format Reference, signed by the client (appendix 2) 6. Copy Certificate ISO 27001: 2013 8. Sustainability or ESG Policy 9. Non Disclosure Agreement (NDA) (appendix 14), when not previously submitted
Use of this criterion:	Used
Criterion:	
Type:	Other
Use of this criterion:	Not used

5.1.10 Award criteria

Criterion:

Type:	Quality
Name:	Audit Plan (5.4.1 Tender Guide)
Description:	The Contracting Authority considers it important that Contractor proposes appropriate audits allocated for that particular year, assuming 4 audits for the first year. The objective of Internal Audit is to provide assurance and advice from an independent position by evaluating and improving the (effectiveness of the operational) processes of governance, risk management and control. In doing so, the design, existence and operation of the processes and policies are tested by means of audits. Conducting these audits should lead to the achievement of this objective. The Contractor indicates in its proposal: 1. Which 4 audits it proposes and why for the audit plan for the first contract year. 2. Which 4 audits it proposes and why for the concept audit plan regarding the second and third contract year. To this end, the Contractor will select from the audits listed below: 1. Financial administration and payment transactions 2. Investment process, including KYC, State aid and ESG 3. Business development project process 4. Information security 5. Procurement 6. Human Resource 7. Legal 8. Impact 9. CSRD 10. Taxonomy 11. Compliance Policies & Framework 12. Privacy The Contracting Authority will assess the audit plan of the Contractor, including whether the Proposal is in line with the intended objective of the internal audits (breadth and depth), the Proposal is in line with the nature and processes of the Contracting Authority and the proposal is proportionate given the size of the organisation.
Weight (points, exact):	10
Criterion:	
Type:	Quality
Name:	Process (5.4.2 Tender Guide)
Description:	The Contracting Authority considers it important that the processes are well-designed, and the cooperation is appropriate, communication is good, and expectations are well-managed. The Contractor describes the following issues in its Proposal: a. The understanding the Contractor has of the Contracting Authority and the specific Business Units and processes and how the cooperation with the Contracting Authority is shaped in general. b. What the approach is regarding preparing the annual audit agenda/plan based on a high-level risk analysis, maintaining the audit charter and providing the short annual report on the work carried out and results and thus arriving at a final audit plan for the coming year. c. How the right stakeholders are identified and appropriately engaged. d. How (oral and written) communication is shaped around the conduct of audits. e. How progress and deadlines set for improvements are monitored and how to deal with the monitoring of open issues, follow-up monitoring. f. How results are presented to auditees, Management Team and ARC/SB. g. How cooperation with the external auditor will take shape. The Contracting Authority will assess the approach of the Contractor, looking, among other things, at the extent to which the approach will be successful in the eyes of the Assessment Committee and will lead to: 1. Understanding with the Contracting Authority's needs, so that they are addressed with proportionate and appropriate audit (research) questions. 2. A clear audit process, so that the Contracting Authority knows what is happening when and what contribution is expected from the Contracting Authority. 3. Monitoring of open points and assessment of good measures on these points by the Contracting Authority. 4. A clear presentation and reporting of the outcomes that add value to the Contracting Authority.
Weight (points, exact):	30

Criterion:	
Type:	Quality
Name:	Quality Team (5.4.3 Tender Guide)
Description:	Audits have different focus areas. The quality of the audit largely depends on the quality of the people assigned to the audit. It is desirable that there is partly a permanent workforce, but that specialists can also be deployed. The Contractor is requested to indicate in its Proposal, in relation to the 12 various audits as named under paragraph 5.4.1: a. How the relevant audit teams (including specialists) are composed. b. What (specialist) expertise, knowledge and experience are present within them. c. The job level and job description of one dedicated expert per audit: 1. Financial administration and payment transactions 2. Investment process, including KYC, State aid and ESG 3. Business development project process 4. Information security 5. Procurement 6. Human Resource 7. Legal 8. Impact 9. CSRD 10. Taxonomy 11. Compliance Policies & Framework 12. Privacy d. What diversity in the composition of the teams (in terms of content) is like. e. The roles and tasks of individual team members. f. How the actual deployment of these team members is ensured and demonstrated. g. How the continuity of the team will be monitored. Regarding c. the Contractor submits per audit in question (number 1 to 12) the CV (Appendix 11) of a dedicated expert who will be participating in the audit team. Furthermore, the Contractor submits the CVs (Appendix 11) of the 2 contact persons (Director/Principal and Senior). This means that the Contractor submits 14 CVs (Appendix 11) in total: 12 CVs of that the Contracting Authority may assume will be used for the audit in question and 2 CVs of the 2 contact persons. The approach and composition of the overall team will be assessed based on the information received. The Contracting Authority will assess whether the approach and composition can be relied upon, including the degree of affinity with the field and the processes of the Contracting Authority, the qualities and specialisms of the people and the relevant experience brought in. The Contractor should clearly indicate the permanent composition of the team across the proposed 4 audits of the first contract year (see paragraph 5.4.1: Audit Plan) and indicate per audit whether and if so, what specialist expertise will be added to the team.
Weight (points, exact):	30
Criterion:	
Type:	Price
Name:	Price (5.5. Tender Guide and Appendix 6)
Description:	The Contractor must fully complete the attached Pricesheet with the hourly rates (in Euro’s excluding taxes) per function (Appendix 6). The hourly rates are applied at: 1. The experts performing the audits 2. The experts performing the management/administration of the IAF. Based on the hourly rates for the different seniority levels (Director/Principal (5%), Senior (40%), Medior (35%) and Junior (20%)) the weighted average hourly rate will be calculated.
Weight (points, exact):	30

5.1.11 Procurement documents

Deadline for requesting additional information:	21/08/202423:59 +02:00
Address of	

the procurement documents:	https://www.tenderned.nl/aankondigingen/overzicht/346146

5.1.12 Terms of procurement

Terms of submission:

Electronic submission:	Required
Address for submission:	https://www.tenderned.nl/aankondigingen/overzicht/346146
Languages in which tenders or requests to participate may be submitted:	Dutch
Electronic catalogue:	Not allowed
Variants:	Not allowed
Description of the financial guarantee:	Agreement on the tender documents, including the option to execute the Mock audit and the tender procedure to be followed-Arvodi 2018 (appendix 5) and concept agreement (appendix 7)-The Contractor who receives the award-intention, submits the following documents:-Suitability requirements (appendix 1)-Holding Statement (appendix 3)-Concept Waiting Room Agreement (appendix 8)
Deadline for receipt of tenders:	09/09/202409:00 +02:00
Deadline until which the tender must remain valid:	3Month

Information about public opening:

Opening date:	09/09/202409:00 +02:00

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes:	No
Electronic invoicing:	Allowed
Electronic ordering will be used:	no

Electronic payment will be used:	no

5.1.15 Techniques

Framework agreement:

No framework agreement

Information about the dynamic purchasing system:

No dynamic purchase system

Electronic auction:	no

5.1.16 Further information, mediation and review

Review organisation:	Invest International Public Programmes B.V.
Organisation providing additional information about the procurement procedure:	Invest International Public Programmes B.V.
Organisation providing more information on the review procedures:	Invest International Public Programmes B.V.
Organisation receiving requests to participate:	Invest International Public Programmes B.V.

8. Organisations

8.1 ORG-0001

Official name :	Invest International Public Programmes B.V.
Registration number:	224464824
Postal address :	Bezuidenhoutseweg 12
Town:	's-Gravenhage
Postcode:	2594AV
Country subdivision (NUTS):	Agglomeratie ’s-Gravenhage(NL332)
Country:	Netherlands
Contact point:	Angela van der Sluijs
Email:	procurement@investinternational.nl
Telephone:	+31 0707013251

Internet address:	http://www.investinternational.nl

Other contact points:

Official name:	Rechtbank Den Haag
Town:	Den Haag
Postcode:	2595 AJ
Country subdivision (NUTS):	Agglomeratie ’s-Gravenhage(NL332)
Country:	Netherlands
Email:	procurement@investinternational.nl
Internet address:	https://www.rechtspraak.nl/organisatie-en-contact/organisatie/rechtbanken/rechtbank-den-haag

Other contact points:

Official name:	Louis Kers
Town:	Den Haag
Postcode:	2594 AV
Country subdivision (NUTS):	Agglomeratie ’s-Gravenhage(NL332)
Country:	Netherlands
Email:	grievances@investinternational.nl
Internet address:	http://www.investinternational.nl

Roles of this organisation:

Buyer

Organisation providing additional information about the procurement procedure

Organisation receiving requests to participate

Review organisation

Organisation providing more information on the review procedures

10. Change

Version of the previous notice to be changed:	1278f0c8-0a4d-429c-95d3-12b696aa762d-01
Main reason for change:	Information updated
Description:	Additional round of asking questions related to the previous published Memorandum of Information.

11. Notice information

11.1 Notice information

Notice identifier /version:	1278f0c8-0a4d-429c-95d3-12b696aa762d-02

Form type:	Competition
Notice type:	Contract or concession notice – standard regime
Notice dispatch date:	16/08/202420:01 +02:00
Languages in which this notice is officially available:	English

11.2 Publication information