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#### SPECIFICATION OF SERVICES TO BE PROVIDED

Pos.	Description	Offered Price
1.	Audit of the Green Climate Fund (GCF) Readiness Funds' financial statements for the fiscal year ending 27 June 2019, with the option of auditing the GCF Readiness Funds' financials for the subsequent fiscal year 27 June 2020	
2.		

#### EVALUATION CRITERIA AND METHOD

A Contract will be awarded to the Offer with the lowest price, which fulfils the following mandatory requirements:

- ) Delivery time: immediately, or shortest offered
- ) Adherence to instructions for proposal submission
- ) Qualifications and experience of key personnel

#### INSTRUCTIONS ON HOW TO SUBMIT THE QUOTATION

The Offer must be submitted in electronic version via email to the official email address, no later than as stated on the first page, with the following noted in the subject line: **Tenderers name – RFO Number – Offer**

#### TIME SCHEDULE FOR THE RFO

1. Deadline for submission of RFO – 28 Feb, 2020
2. Selection of audit firm by Panelists (3 panelists – CFD, Procurement, MFED) – 03 March, 2020
3. Engagement date and commencement of pre-audit and internal control work: 09 to 20 March, 2020
4. Fiscal Year End: June 2019
5. Exit meeting with CFD team and MFED Admin – 23 March, 2020
6. Audit adjustments if any to be completed by CFD and submitted back to audit firm – 25 March, 2020
7. Completion of Audit report no later than – 30 March 2020



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## TERMS AND CONDITIONS

### ENTIRE AGREEMENT

This SPO, including these general terms and conditions, and any special conditions, specifications, drawing and other documents herein constitute the entire agreement between the parties.

### ACKNOWLEDGEMENT AND ACCEPTANCE

The Service Provider signifies acceptance of the SPO and of the terms and conditions governing the SPO unless the Service Provider promptly notifies the Buyer of non-acceptance or modification and thereby has entered into and executed the contract for the Services stated.

### PRICE AND PAYMENT

The price of the Services stated in the SPO shall constitute the full compensation to the Service Provider for the Services, and shall include, unless otherwise stated, all costs, fees and other charges of any kind incurred by the Service Provider related to the Services prior to delivery of the Services to the Buyer. Payment will be made in accordance with the applicable provisions of the SPO

### TERMINATION

The Buyer may at any time for any reason, including curtailment or termination of funding applicable to this agreement, terminate this SPO, in whole or in part, by giving written notice thereof to the Service Provider. In the event of such termination, the amount due under the SPO shall be subject to an equitable adjustment, provided only that the Buyer shall not be required to pay the Service Provider for Services ordered, but not delivered.

### DELAY

Time is of the essence. Failure by the Service Provider to deliver the Services within the time specified in the SPO or within a reasonable period of time if no time is specified shall, at the option of the Buyer, relieve the Buyer of its obligations to accept and pay for the Services. Where delays in delivery are due to causes beyond the Service Provider's reasonable control (such as act of nature, act of government, fire, general strike, flood, epidemic, war, riot or civil commotion), delivery shall be subject to an extension of the time for performance, provided the Service Provider has given the Buyer written notice of delay within three (3) days of its commencement. The extent of any extension to the performance period shall be equal to the time actually lost by the Service Provider as a result of the delay.

### LIQUIDATED DAMAGES

In case the Service Provider fails to deliver any or all of the Services within the time specified in the SPO, the Buyer may, without prejudice to any other remedy it may have under the order, deduct from the order value, as compensation for liquidated damages, a sum equivalent to two-tenths of one percent (0.2%) of the contract value for each day of delay in delivery subject to a maximum amount of ten percent (10%) of the order value.

### WARRANTY

The Service Provider warrants that the Services shall be free from defect in design, material, workmanship and title; shall conform in all respects with the terms of the SPO; and shall be of the best quality if no quality is specified. If any such defect of the Services becomes evident within one year of operation, and the Buyer so notifies the Service Provider within a reasonable period of time after discovery of the defect, the Service Provider shall thereupon promptly correct the defect at its expense.

If the Service Provider does not correct the Services as notified to the Service Provider as being defective within a period of time reasonable in the circumstances, the Buyer shall have the right to remedy the said defect at the Service Provider's risk, cost and expense.

### ASSIGNMENT/SUBCONTRACTING

The Service Provider shall not assign or subcontract this agreement or any part thereof to third parties unless the Service Provider has obtained prior approval in writing from the Buyer after informing the Buyer of its own procurement plan and procedures.