



**REQUEST FOR PROPOSAL**  
**for the Implementation of newly**  
**issued International Financial**  
**Reporting Standards (IFRS)**

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## **1.0 INTRODUCTION**

- 1.1 Firms, preferably those with experience of working closely with central banks, are invited to Tender for the provision of consultancy services to assist the Central Bank of Seychelles (CBS) with the implementation of newly applicable International Financial Reporting Standards (IFRS) to meet the requirements, as detailed within this Request for Proposal (RFP).
- 1.2 This document's copyright is vested with the CBS. Any reproduction or dissemination shall be carried out on a strict "need to know" basis and for the purposes of giving effect to its contents.
- 1.3 The objectives and terms of reference of the project are detailed in Section 4.0 of this RFP.
- 1.4 The intention of CBS is to obtain the deliverables stipulated in Section 4.0 of this RFP.
- 1.5 Information about the CBS is available on its website at [www.cbs.sc](http://www.cbs.sc)

## **2.0 ELIGIBILITY TO TENDER**

Firms wishing to Tender shall ensure that they satisfy the following criteria where applicable:

- (a) Have the legal capacity to enter into a contract;
- (b) Are solvent;
- (c) Not in receivership;
- (d) Not bankrupt or wound up;
- (e) Firms are independent from CBS;
- (f) Affairs are not administered by a court or judicial officer;
- (g) Business activities are not suspended;
- (h) Do not have a conflict of interest in relation to the Tender;
- (i) Are not the subject of legal proceedings;
- (j) Fulfilled obligations to pay taxes;
- (k) Have not, or any of its directors or officers have not been convicted of a criminal offence related to professional misconduct or making of false statements or misrepresentations as to their qualifications to enter into contract with any party within a period of three years preceding the release of this RFP.

### **3.0 TIME SCALE**

A full response to this RFP is required by or before **3.00 p.m., Seychelles time on Wednesday, 08<sup>th</sup> August 2018**. The following timescales are anticipated:

<b>Milestone</b>	<b>Date</b>
Release of RFP	Wednesday, May 23, 2018
Submission of Intent to Bid	Wednesday, May 30, 2018
Pre-proposal conference call	Monday, June 04, 2018
Deadline for questions	Friday, June 08, 2018
Release of answers to questions	Monday, June 25, 2018
Deadline for proposals	Wednesday, August 08, 2018
Opening of Technical Bids (immediately after deadline for submission of proposals)	Wednesday, August 08, 2018
Decision made and respondents informed of the outcome	Tuesday, September 11, 2018
Contract signed	Tuesday, October 02, 2018

The response to the RFP shall detail how the Firm will commit to the timetable.

### **4.0 OBJECTIVES AND TERMS OF REFERENCE**

The objective of the consultancy is twofold. Firstly, to undertake the work to bring the CBS in compliance with the newly issued International Financial Reporting Standards (IFRS) applicable as at 01<sup>st</sup> January of the financial year 2018, namely IFRS 9 as well as any standards which works in conjunction with the new standards. The requirement is that assistance is provided to assess the impact of new standards in light of new business decisions that the Bank makes. This involves assisting CBS in developing the necessary frameworks, including the methodologies, models, computation templates, appropriate adjustments, policies and other supporting documentations.

Secondly, the objective is to enhance the capacity of the CBS staff to be able to implement the standards. The requirement is to provide capacity building activities to enhance the skill sets of the individuals involved in the implementation of the standards, assisting in the development of the necessary competencies in order for the staff to correctly interpret, and compute what is required by the newly applicable standards.

#### 4.1 ALL BIDDERS

Should provide all information as detailed out in Section 6.0.

#### 4.2 SUCCESSFUL BIDDER

The work of the Firm is divided into three phases as follows:

<b>Deliverables</b>	<b>Onsite/Offsite Work</b>
<p><b>Phase 1:</b> This phase involves undertaking a stocktaking exercise of the status of CBS in relation to the new IFRS standards and conducting a gap analysis of what needs to be done for CBS to conform to the newly applicable IFRS and any updates by the International Financial Reporting Interpretation Committee (IFRIC). This phase will involve meetings with stakeholders and review of relevant documentation. Phase 1 should at a minimum entail the following tasks:</p>	
<p>(a) Conduct a review of CBS' current situation including but not limited to:</p> <ul style="list-style-type: none"> <li>(i) Latest annual financial statements;</li> <li>(ii) Legal framework (if applicable);</li> <li>(iii) Information Technology (IT) infrastructure surrounding standards implementation;</li> <li>(iv) Available skills and expertise of the staff involved in the implementation of the standards.</li> </ul>	Onsite and Offsite
<p>(b) Undertake a training-needs assessment and design a 5 day training program for CBS staff involved in the implementation of the standards to strengthen the capacity in implementation of the newly applicable IFRS.</p>	Onsite and Offsite
<p>(c) Produce a report of not more than 25 pages on the findings of the reviews and assessment mentioned at subsections (a) and (b) of Phase 1 and recommendations for CBS' consideration on the steps to implement the newly applicable IFRS including any policies and appropriate adjustments that may need to be drafted, contextualised</p>	Offsite

<p>for Seychelles. The report should at a minimum include recommendations:</p> <ul style="list-style-type: none"> <li>(i) That integrate the newly issued IFRS standard within the existing IFRS compliant annual financial statement;</li> <li>(ii) The assumptions, computations, appropriate adjustments, tools, processes and policies that will be needed for the implementation;</li> <li>(iii) On the existing IT infrastructure, whether there are some aspects that can be automated through off-the-shelf software, providing guidance as to the best practice on how to source such a software; that would make implementation more robust;</li> <li>(iv) A clear and detailed work plan with timelines on the steps to be adopted to implement the newly applicable IFRS, inclusive of any adjustments, policies or templates that may need to be drafted;</li> </ul>	
<p>The tasks in Phase 1 are expected to be undertaken within 20 consecutive working days. It is expected that 1 onsite visit will be required for this phase, which should not exceed 7 working days.</p>	
<p><b>Phase 2:</b> In this phase, the consultant should make use of the information obtained in Phase 1 and should follow the work plan mentioned at subsection (c) in Phase 1, as agreed by CBS. Phase 2 should at a minimum entail the following tasks:</p>	
<ul style="list-style-type: none"> <li>(a) Perform the necessary tasks in order for CBS to be in compliance with the new IFRS standards which includes but is not limited to: <ul style="list-style-type: none"> <li>(i) Assist in developing the necessary framework for implementation of the newly applicable IFRS Standard;</li> <li>(ii) Recommend the necessary assumptions and models (for approval) which need to be adopted by the CBS for computations and/or policy purposes;</li> </ul> </li> </ul>	<p>Onsite and offsite</p>

<p>(iii) Assist with the classification and measurement reviews that is necessary to be done to successfully implement the new standards and the proposals on the required changes need to be clearly stated;</p> <p>(iv) Assist with the computations and appropriate adjustments that should be performed in order for CBS to be compliant with the standards. Examples of such computations and adjustments should be provided to the CBS;</p> <p>(v) The consultant should clearly outline how the assumptions made and policies being proposed fit in and relate them to the annual financial statements;</p> <p>The documents will be reviewed by and discussed with CBS prior to finalisation.</p>	
<p>(b) Documentation to be provided on the assumptions, models, computations and adjustments performed which should include but not limited to the following:</p> <p>(i) Documentation of the process flow chart of how to go about the computation and appropriate adjustments;</p> <p>(ii) Documentation of the assumptions made in the computation and appropriate adjustments;</p> <p>(iii) Documentation pertaining to any models adopted;</p> <p>(iv) In cases where the newly issued standards are found not to be applicable, documentation of the assumptions made in order to arrive at that conclusion, that is, the basis of that conclusion needs to be documented;</p> <p>The documents will be reviewed by and discussed with CBS prior to finalisation.</p>	<p>Offsite in consultation with the CBS team through e-mails, audio or video calls.</p>
<p>(c) To assist with the preparation of the internal procedural manual(s) and process flow charts to be used by CBS for implementation of the newly applicable IFRS standards, inclusive of any models which need to be adopted, which should include but not be limited to:</p>	<p>Offsite in consultation with the CBS team through e-mails,</p>

<p>(i) The procedures for implementation of the newly applicable IFRS standards;</p> <p>(ii) The procedures on developing any models to be used as the baseline for the computations and appropriate adjustments;</p> <p>The documents will be reviewed by and discussed with CBS prior to finalisation.</p>	<p>audio or video calls.</p>
<p>(d) Assist with the preparation of documents to be issued in the annual financial statements in relation to the newly applicable IFRS standards, including:</p> <p>(i) Brief explanation of the relevant standards;</p> <p>(ii) The impact of the relevant standards on the CBS;</p> <p>The documents will be reviewed by and discussed with CBS prior to finalisation.</p>	<p>Offsite in consultation with the CBS team through emails, audio and video calls.</p>
<p>(e) Prepare and implement the relevant capacity building program, more specifically:</p> <p>(i) Prepare training materials and training programs for CBS staff;</p> <p>(ii) Deliver a 5 day training to CBS staff on practical implementation of the IFRS Standards applicable in the financial year in question.</p> <p>(iii) Walkthrough any models and assumptions made when providing the CBS team with the end product.</p> <p>(iv) The Firm is expected to deliver presentations to the CBS team over a 2 working day period and provide hands-on training for implementation of the newly issued reporting standards, over 3 working days.</p>	<p>Training materials can be prepared offsite and training is expected to be delivered onsite.</p>
<p>(f) Produce a report of not more than 20 pages on the tasks undertaken in Phase 2.</p>	<p>Offsite</p>
<p>The tasks in Phase 2 are expected to be undertaken within 25 consecutive working days. It is expected that 1 onsite visit will be required for this phase, which should not exceed 10 working days.</p>	
<p><b>Phase 3:</b> This phase will involve the continued support from the Firm to provide guidance on the practical implementation of</p>	

the newly issued IFRS and any relevant updates by IFRIC. Phase 3 should at a minimum entail:	
(a) Provide CBS with support on practical implementation of the newly applicable financial standards. This includes, but is not limited to: (i) Review of the implementation of the newly applicable IFRS standards including the processes and tools utilised, providing solutions for improvements as required; (ii) Respond to queries from CBS and provide clarifications regarding implementation of newly applicable IFRS and relevant IFRIC interpretations when required by CBS and its external auditors.	Review of the implementation of the IFRS and ongoing support can be provided offsite, through emails, audio and video calls.
(b) Prepare a final report of not more than 25 pages which should include but not be limited to: (i) Details of work undertaken in phase 3; (ii) Areas where further improvements is required and detailed recommendations to achieve these improvements.	Offsite
The tasks in Phase 3 are expected to be undertaken over a period of 75 non-consecutive working days in consideration of the time required for the preparation of the required documentation and should include support for queries covering at least the full year of engagement. It is expected that one onsite visit will be required for this phase, which should not exceed 5 working days.	

#### 4.3 SERVICES PROVIDED BY CBS

The services that CBS will provide, upon being provided with sufficient notice, to assist with the consultancy, include:

- (i) Transportation to and from the airport and place of residence, and for work-related purposes;
- (ii) Meeting room;
- (iii) Administrative arrangements for meetings;
- (iv) Access to internet at CBS' premises.

#### 4.4 REQUIRED SKILLS AND EXPERIENCE

This assignment is expected to be undertaken by a Firm with the requisite qualifications, expertise and experience, specifically:

- (i) A minimum of 10 years of experience in providing similar consultancy services to the banking sector and/or central banks;
- (ii) At least 8 years of experience in managing assignments relating to implementation of IFRS for other banks and/or central banks;
- (iii) Quantitative modelling experience relevant to banks and/or central banks;
- (iv) Relevant knowledge and practical experience with data and information technology systems related to IFRS implementation needs relevant to banks and/or central banks;
- (v) Experience in drafting and/or reviewing policy and procedures documents related to standards and computation models for IFRS related projects;
- (vi) Recent central banking experience in the implementation of similar IFRS related projects will be an advantage;
- (vii) Fluency in English, both written and spoken.

#### 5.0 EVALUATIONS OF BIDS

Evaluation of bids received will be done in the following stages:

1. Preliminary;
2. Technical; and
3. Financial Evaluation.

Only bids passing the Preliminary Evaluation shall be considered for Technical Evaluation. The Technical Evaluation shall be conducted without reference to financial information. Subsequently only bids passing the Technical Evaluation shall be considered for Financial Evaluation.

A total of 100 scored points shall be awarded of which a weighted 70% of the overall score is assigned to the technical proposal and the other 30% for the financial proposal. The weighted technical and financial scores shall be added together, to give a total score for each proposal.

The proposal with the highest total score shall be the best evaluated bid and shall be recommended for award of contract, subject to any further negotiation required.

## 5.1 STAGES OF EVALUATION

### (i) PRELIMINARY EVALUATION

To pass preliminary evaluation, bids must:

- (a) be correctly submitted as per requirements of this RFP;
- (b) be properly signed;
- (c) meet the eligibility criteria specified in the RFP (Section 2.0); and
- (d) be substantially responsive to the RFP.

Note that no score shall be awarded during this stage.

### (ii) TECHNICAL EVALUATION

The criteria that will be considered for the technical evaluation along with the weighting are as follows:

<b>Technical Evaluation Criteria</b>	<b>Weights</b>
Detailed project plan, which demonstrates that the objective will be achieved within the timeframe set in section 3.0 and section 4.0.	5%
Methodology - Clear description of the methodologies and the framework, which will be used to achieve the desired outcome, based on international best practices as per deliverables under Section 4.0, 4.1 and 4.2, taking into account the central banking context.	55%
Ability to demonstrate that the Firm has the resources to perform this exercise.	20%
Ability to demonstrate that the key personnel has the knowledge and experience in undertaking similar assignments for banking institutions and/or other institutions of a similar nature, more specifically other central banks, with detailed CVs/qualifications/relevant references submitted.	20%

(iii) FINANCIAL EVALUATION

Only bids passing the Technical Evaluation with a score of 75% and above shall be considered for Financial Evaluation.

The criteria that will be considered for the Financial Evaluation, along with the weighting are as follows:

<b>Financial Evaluation Criteria</b>	<b>Weights</b>
The proposed cost for the project is competitive.	75%
Detailed breakdown (professional fees, foreign exchange component, travel expenses and out of pocket allowance etc.)	5%
Pricing should be based on a fixed price contract.	5%
Any additional charges e.g. applicable taxes must be stated.	5%
Pricing is to be valid for three months.	5%
Proposed payment schedule and payment terms must be clearly stated.	5%

**6.0 RESPONSE TO TENDER**

6.1 The response to this RFP must be in the English language, structured and presented in the following sequence:

6.2 Technical

(a) Section I: Cover Letter

The cover letter must be signed by a person or persons authorised to submit the information on behalf of the Firm and should contain the following:

- A confirmation that the Firm intends to bid to provide consultancy on implementation of new International Financial Reporting Standards for CBS.
- A declaration, which delineates the ability of the Firm to fulfil the exercise.
- A statement, which states the Firm’s independence from CBS.
- A pledge by the Firm not to engage in any corrupt, fraudulent, collusive or coercive practices.
- A statement attesting to the fact that the Firm is not debarred from participating in the procurement proceedings, and a

declaration that the Firm shall not give, confer, procure, or promise or offer to give or confer, or to procure or attempt to procure, directly or indirectly anything of value to an employee of CBS, to influence his or her action in a procurement process or in the execution of a contract.

- Details of the designated person, if different from the authorised person who have signed the cover letter, who may represent the bidder in the bid opening process.

(b) Section II: Response to Statement of Work

The Response to the Statement of Work should describe the methodologies that will be employed and the approaches that will be taken to complete the work and include a project plan which shows the phasing of the work to be accomplished and products to be delivered in accordance with the deliverables under Section 4.0, 4.1 and 4.2 and in line with the set timeframes under Section 4.2.

(c) Section III: Attachments

This section should contain supporting documentation referenced in any other sections of the proposal. At a minimum, attachments will include:

- the résumés of the team members and outsourced personnel, including subject matter experts proposed for the work;
- a description of similar work performed for other organisations, in particular other banks and/or central banks;
- a glossary of the specialised terminology used in the proposal;
- the names of at least three references for whom similar projects have been conducted and who can be contacted by the CBS (Firm name, address, email, telephone number and point of contact information are required).

### 6.3 Pricing

Tenderers are requested to submit their financial proposal in Seychelles Rupees as per Annex (II). Pricing information should not appear in any other section of the proposal and must be submitted in a different

envelope, which should be sealed. Pricing is to be valid for three months.

## **7.0 TERMS OF CONTRACT**

- 7.1 Advance payment, where applicable, shall not exceed 25% of the total consideration payable under the contract.
- 7.2 Final payment shall only be made once all the deliverable requirements stipulated in the contract have been satisfied.
- 7.3 Detailed contract for formal agreement, based on standard terms and conditions submitted, will be issued following the award of contract.

## **8.0 RESPONSE INSTRUCTIONS**

- 8.1 Tenderers shall submit the Intent to Bid form as per Annex (III), by **4.00 p.m. Seychelles time on Wednesday, 30<sup>th</sup> May 2018** in line with Section 3.0.
- 8.2 The full RFP response must be structured as detailed in Section 6.0. Chapters should adopt the numbering sequence shown. Bids shall be placed in two separately sealed envelopes and labelled technical and financial proposals respectively, indicating the contact details of the Tenderer on these envelopes. The envelopes containing the technical and financial bids should be placed in an outer envelope, with no indication of the Tenderer's identity, sealed and marked with "**TENDER FOR IMPLEMENTATION OF NEWLY ISSUED INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)**" and addressed to:

The Chairperson  
Procurement Committee  
Central Bank of Seychelles  
P.O. Box 701,  
Victoria  
Mahé  
Seychelles

Besides submitting by post, the Tender envelope may otherwise be deposited at the reception of the CBS. The Tender documents should also be available in electronic format on either USB drive or CD. In the case of electronic submission, technical and financial bids should be on a different USB drive or CDs. These should be sealed inside the respective envelopes.

- 8.3 Enquiries regarding this RFP and the project may be directed to the point of contact below:

Mr. Mike Tirant  
Head of Division  
Banking Services  
Central Bank of Seychelles  
P.O. Box 701, Independence Avenue  
Victoria, Mahé  
Seychelles  
Telephone: +248 4282120 and 4282021  
Email: [mike.tirant@cbs.sc](mailto:mike.tirant@cbs.sc)  
Cc Emails: [noemie.gobine@cbs.sc](mailto:noemie.gobine@cbs.sc) and [frc@cbs.sc](mailto:frc@cbs.sc)

- 8.4 An acknowledgement of receipt of Tender will be sent to each Tenderer.
- 8.5 Tender documents, whether mailed or hand-delivered, must reach the CBS no later than **3.00 p.m. Seychelles time on Wednesday, 08<sup>th</sup> August 2018** in line with Section 3.0.
- 8.6 Tenders submitted in facsimile form or by email will not be accepted.
- 8.7 For clarification purposes, questions will be entertained and will be addressed as per the timescales in Section 3.0.
- 8.8 All Tenderers will be informed of the outcome of their bids as per Section 3.0.
- 8.9 The Tenderer shall bear all costs associated with the preparation and submission of its bid and the CBS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 8.10 The CBS may reject any or all bids any time prior to the award of contract.

## **9.0 OTHER INFORMATION**

The CBS' procurement activities are governed by its Procurement Policy. An abridged version is accessible at <http://www.cbs.sc/Publications/procurement.jsp> where more information can be obtained on the procurement process. This includes procedures for withdrawal/modification of bid submission, bid evaluation, complaints handling, contract award, etc.

## ANNEX (I) FINANCIAL FORM

<b>Name of Bidder:</b>					
<b>Key staff involved</b>					
Ref:	Key staff name	Position / Profession	Remuneration rate (SCR) man hours	Involve ment (hours)	Cost (SCR) (inclusive of taxes)
1.1					
1.2					
1.3					
1.4					
1.5					
1.6					
<b>SUB TOTAL FOR KEY STAFF REMUNERATION (SCR)</b>					
<b>Other Costs</b>					
Ref:	Item	Item rate	Qty.	Cost (SCR) (inclusive of taxes)	
2.1	Detailed accommodation				
2.2	Detailed subsistence allowance				
2.2	Other travel and miscellaneous expenses				
2.3	Other additional charges (please specify)				
<b>SUB TOTAL FOR 'OTHER COSTS' (SCR)</b>					
<b>TOTAL COST (INCLUSIVE OF ALL TAXES) (SCR)</b>					
TAX AMOUNT (SCR)					

<b>3.1 Payment Schedule</b>				
Phases	Description	Milestone	%	Amount (SCR) (inclusive of taxes)
<b>TOTAL COST (INCLUSIVE OF ALL TAXES) (SCR)</b>				

\_\_\_\_\_  
 Authorised Signature

\_\_\_\_\_  
 Date

**ANNEX (II) INTENT TO BID FORM**

Mail To:

Mr. Mike Tirant  
Head of Division  
Banking Services  
Central Bank of Seychelles  
P.O. Box 701, Independence Avenue,  
Victoria, Mahé  
Seychelles  
Telephone: +248 4282120 and 4282021  
Email: [mike.tirant@cbs.sc](mailto:mike.tirant@cbs.sc)  
Cc Emails: [noemie.gobine@cbs.sc](mailto:noemie.gobine@cbs.sc) and [frc@cbs.sc](mailto:frc@cbs.sc)

**Request for Proposal for Implementation of newly issued International Financial Reporting Standards (IFRS)**

This letter serves as a notification that we will be responding to the stated Tender for the Implementation of International Financial Reporting Standards project. The proposal that we shall submit shall be subject to the terms and conditions set forth in the Tender documents. The following information identifies our Firm and our contact details:

<b>Firm</b>	
Name:	
Address:	
<b>Representative</b>	
Name:	
Position:	
Telephone Number(s):	
Fax Number(s):	
Email Address(es):	

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Date