

Sarajevo, 21.12.2022.

## Open call for submission of offers

Reference number N-U-NO 001-032/2022

Procurement description and time schedule:

Subject	Financial audit of the project for the period January 2022 to December 2025
Contractor	Centar za promociju civilnog drustva
Project	SMART Balkans – Civil Society for Shared Society in the Western Balkans
Delivery location	<a href="mailto:nabavke@cpcd.ba">nabavke@cpcd.ba</a>
Contact e-mail:	<a href="mailto:nabavke@cpcd.ba">nabavke@cpcd.ba</a>
Date of sending the Request for submission of offers	21.12.2022.
Duration of the call for tenders	20 days
Deadline for requesting clarifications from the Contractor	28.12.2022, 12:00h
Last date on which clarifications are issued by the Contractor	30.12.2022.
Deadline for submission of offers	10.01.2023, 17:00h

### 1. Background

Centar za promociju civilnog društva (CPCD), together with partner organizations from Albania – Institute for Democracy and Mediation (IDM) and North Macedonia – Center for Research and Policy Making (CRPM), is implementing a four-year “SMART Balkans – Civil Society for Shared Society in the Western Balkans” project which contributes to strengthening participatory democracies and Euro Atlantic integrations in the Western Balkans by empowering civil society organizations and CSO networks for stronger and active role in creating peaceful and inclusive societies for sustainable development in Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia.

The project is funded by the Norwegian Ministry of Foreign Affairs in the amount of 180 million NOK (approximately 17,647,059 EUR).

The expected effects for the target groups of the Project are Stronger, more sustainable, and vibrant CSOs in the six countries of the Western Balkans region; Developed strong regional partnerships between civil society organizations from the region of the Western Balkans themselves and with their EU counterparts and public authorities and increased effectiveness of citizen influencing change through CSOs that advances Security and Stability and Governance in the Western Balkans region.

Topics covered by the project are capacity building and encouraging a more active role of CSOs, creation of regional partnerships between CSOs, increase of citizen influence on decision-making through CSOs, resulting in increased security, stability and governance in the region of Western Balkans and raising awareness about the importance of active participation of civil sector in important development initiatives.

Main focus of the project is distribution of more than 450 sub grants, CSO capacity building and campaigning, all related to two main topics: 1) Security and Stability and 2) Good Governance.

Please find more information about the project on the project [website](#).

## 2. Subject of procurement

Provision of audit services for four (4) financial project years, in the period January 2022 to December 2025.

The following is expected from the successful offeror during the audit process:

- Entrance conference with CPCD (meeting for the agreement on technical terms of engagement for current annual audit). CPCD will send annual notification letter to the selected auditor at the beginning of December each year;
- Onsite and/or online visit of the audit in the first two months of the following year for the previous project year for each financial project year;
- Submission the first draft audit report until the end of February of the following year for the previous project year for each financial project year;
- Exit conference – presentation of the final draft of the Audit report to CPCD and Project management team;
- Submission of the final report no later than 21<sup>st</sup> March of the following year for the previous financial project year (audit report should be done in English);
- Giving recommendations for improvements.

## 3. Terms of engagement

A four-year contract will be signed with the selected offeror.

Payments will be made in accordance with the contractual provisions based on issued invoice(s) in EUR equivalent value in local currency for each year separately. The VAT must be included in the offer.

## 4. Communication with the contractor

All information related to the provision of services, requests for clarification and other information, offerors can communicate and obtain only from the contact e-mail.

All correspondence between the contractor and the offeror must be in writing, via e-mail [nabavke@cpcd.ba](mailto:nabavke@cpcd.ba). Inquiries can be sent until **28.12.2022**, until **12:00h** (noon).

Any other way of communication will not be considered valid by the contractor and may result in elimination of the potential offeror from the procurement process.

Contact: [nabavke@cpcd.ba](mailto:nabavke@cpcd.ba)

Answers to all questions received by the inquiry deadline will be posted on the project and CPCD website no later than 11 days before the deadline for the submission of offers.

## 5. Offer preparation

Offerors are required to prepare offers in accordance with the conditions of procurement and audit Terms of reference (Annex 1). Offers that do not comply with the conditions will be rejected as unacceptable.

Offer should consist of

- Technical offer
- Financial offer (Annex 2)

### Technical offer should contain:

- 1) Name and address of the offeror
- 2) Contact information of the offeror
- 3) Name and contact person for this offer
- 4) Audit implementation methodology
- 5) The dynamics of the implementation of the audit (start of work and duration of the audit)
- 6) A certified copy of the registration from which it is evident that the tenderer is registered to perform audits;
- 7) Valid audit license for the bidder;
- 8) Composition of the team that will conduct the audit with CVs of the members of the audit team
- 9) Valid audit license for at least one auditor;
- 10) List of relevant audit engagements in the previous 5 years that should contain data:
  - a) project name and donor,
  - b) the value of the annual income of the audited organization<sup>1</sup>
  - c) average number of employees during the year and
- 11) Audit company license and certificate.
- 12) Signed Declaration of Honour (Annex 3)
- 13) Company registration document (legal form)
- 14) Ownership structure
- 15) Other documents stated in the Section 8. *Eligible offerors*

### Financial offer should contain:

The financial offer is submitted on the financial offer form (financial offer form attached as Annex 2). In case the offeror does not submit financial offer on the latter form, offer will be rejected.

The amount of the offer is expressed in numbers and letters, in Euro (EUR). The amount of the offer must include all the costs of the subject of the offer, for all project years. Amount of the offer is VAT inclusive.

If the offeror offers a discount, it must be stated. If the offeror does not state the discount in the way that it is specifically stated in the financial offer form, it will be considered that he did not even offer it.

In the event of a discrepancy between the amounts entered in numbers and letters, priority is given to the amount entered in letters.

The contractor may not incur any additional costs, other than those specified in this form.

The contractor shall not bear any costs in the procurement procedure.

The offer must contain the date and signature of the offers with contact information (name of contact person, e-mail of contact person and telephone of contact person). If offer contains more than one page, all pages of the offer must be numbered, so that the ordinal number of the page is visible.

## 6. Offer submission

The application is submitted exclusively via e-mail to [nabavke@cpcd.ba](mailto:nabavke@cpcd.ba)

All documents from Section 5. *Offer preparation* should be converted to pdf format and sent as a pdf as an attachment in the email sending the application.

The e-mail used to send the application should look like this:

**From:** the application should be sent to the email address of the person marked to contact the applicant  
**To:** nabavke@cpcd.ba  
**Subject:** N-U-NO 001-032/2022 - name of the offeror

**E-mail body text:** - It is necessary to list all the documents that are sent as an attachment in the form of a numerical list  
- It is necessary to specify the name of the contact person for the project and the contact phone number.

If the application documents are "too heavy" to send in one e-mail, it is assumed that the application is sent in several parts, i.e. in multiple e-mails, it is necessary to write in the **Subject**:

- **N-U-NO 001-032/2022, 1/XX- applicant's name**, where number 1 represents the first email, and X represents the total number of emails that are sent as applications (eg 1/3 which represents the first of three emails),
- **N-U-NO 001-032/2022, 2/XX- applicant's name**, where number 2 represents the second email from the total number of emails, etc.

It is necessary to send as many emails as indicated in the Subject (number X).

Attachments to the e-mail must be marked with numbers as listed in the body of the e-mail.

The deadline for submission of offer is **10.01.2023.** by 17:00h.

Applications will be considered valid if the date and time of receipt is in accordance with the deadline. All applications received after the specified deadline will not be considered further.

Applications are not to be sent by regular mail, nor by registered mail. Applications received by regular or registered mail will not be taken into consideration.

Within the deadline for submission of offers, the offerors may amend, supplement or withdraw the offer.

The offeror submits an amendment, supplement or withdrawal of the offer with an indication of one of the options: "Amendment/Supplement/Withdrawal of the offer no. N-U-NO 001-032/2022" in the E-mail **Subject**.

## 7. Offer validity period

Offers must be valid for 3 months from the deadline for submission of offers.

## 8. Eligible offerors

Eligible offeror is an audit company registered in any of the 6 project countries (Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia, and Serbia).

Offerors must provide information on their legal form and ownership structure.

Offerors shall be excluded from participation in a procurement procedure if:

- a. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.;
- b. they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment;
- c. they have been guilty of grave professional misconduct; proven by any means which the Contractor can justify;
- d. they have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Contractor or those of the country where the contract is to be performed;
- e. they or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organisation or money laundering by a final judgment;
- f. they make use of child labour or forced labour and/or practise discrimination, and/or do not respect the right to freedom of association and the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

Offerors **shall confirm in writing** that they are not in any of the situations listed above. Even if such confirmation is given by a Offerors, the Contractor shall investigate any of the situations listed above if it has reasonable grounds to doubt the contents of such confirmation.

## 9. Deadline for making a decision on the selection of offerors

The contractor shall decide on the selection of the most favourable offeror within 10 days from the deadline for submission of offers.

The contractor shall notify successful offeror of the acceptance of the offer no later than 12 days from the deadline for offer submission. Unsuccessful offerors will be notified no later than 12 days from the deadline for offer submission.

## 10. Selection criteria

The contractor will decide on the most successful offer based on the following criteria:

- Best value and quality for the money (The service quality criterion refers to the willingness to adjust the execution deadlines to the needs of the contractor, the qualifications of the team members, and the experience in performing audits of financial reports of non-governmental organizations)
- Relevant experience in audit of projects implemented by civil society organizations
- Audit timeline
- List of relevant licenses

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\* This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

The contractor will reject the offer, if the offeror, who submitted the offer, has given or intends to give a gift to one of the contractor's employees, in the form of a sum of money or in some other form, in an attempt to influence the very course of the procurement procedure.

In the event that the offer received by the contractor during the procurement procedure causes or may cause a conflict of interest, in accordance with the binding regulations on conflict of interest in Bosnia and Herzegovina, Contractor's and donor Procurement procedures and Code of conduct, the contractor will act in accordance with the latter regulations.

#### **11. Annexes:**

Annex 1 - Terms of Reference

Annex 2 - Financial offer form

Annex 3 - Declaration of Honour