## Request for Services

Date of announcement: January 28, 2020

Deadline for submission of bid: February 28, 2020, 4:00 PM

Charita Česká republika (CCR) is a non-governmental organization working in the field of emergency response and development cooperation in a number of countries around the world, namely Iraq, Moldova, Mongolia, Georgia, Cambodia, Zambia and others. To run its operation, CCR is supported by funds from different donors which gives it high obligation to take accountability and transparency as some of the main priorities.

CCR  announces procurement of provision of external audit services. The audit will be performed for the purpose of **Ex-Ante Assessment of a Non-Governmental Organisation applying to become Humanitarian Partner of the European Commission, Application for 2021 FPA (Framework Partner Agreement).**

Objective

The objective of the Assessment is to verify whether the Organisation fulfils the criteria and conditions for being awarded the FPA and to express a conclusion on a reasonable assurance basis as to whether CCR:

* is entitled to receive EU funding in accordance with the Humanitarian Aid Regulation and with the specific conditions determined by the European Commission on the basis thereof;
* is transparent and accountable when delivering aid;
* ensures that it complies with the humanitarian principles, observes the highest ethical standards and deploys adequate means to address irregularities, fraud, corruption and misconduct of any sort;
* has sufficient operational capacity to design, implement and monitor EU funded projects so as to meet relevant humanitarian needs by delivering aid in difficult circumstances;
* ensures compliance with relevant rules, regulations, standards and contractual obligations in the areas specified by the European Commission; and
* has a sound internal control system based on international best practices and in line with the criteria set by the European Commission.

For detailed information about the objective please see attached document Terms of Reference.

Place and time frame of the audit work:

* + The field work will be done in the office of CCR in Prague and also in the CCR missions abroad if the auditor deems it necessary
	+ The start date of the audit is expected to be on April 1, 2020 and delivery of the final report not later than July 15, 2020.

However, CCR reserves the right to postpone the start date and end date by up to 2 months.

Evaluation of bids

CCR will evaluate the received offers based on:

* The ability of the auditors to meet the Requirements for the Auditors as defined in the Terms of Reference
* Expertise of the auditors
* Price
* Payment conditions

CCR will inform the bidders about the result of the tender not later than March 10, 2020.

How to apply:

Potential service providers may submit the bid in sealed envelope to the following address:

Petr Herman

Charita Česká republika

Vladislavova 1460/12

Praha 1

110 00

or

to the e-mail address petr.herman@charita.cz AND jiri.skvor@charita.cz

In this case, please send all documents in zip or rar file marked “Ex-Ante Assessment” to ensure that all bids can be opened and assessed at the same time. Subject of the e-mail should be Ex-Ante Assessment – submission of bid

**The bid should include:**

* **Signed and stamped Quotation form with offer**
* **Confirmation that the auditor meets all requirements specified in Terms of Reference/Requirements for the Auditors/1.General Principles**
* **Evidence proving that the Auditor is member of bodies specified in Terms of Reference/Requirements for the Auditors/1.General Principles and that he has the required registration**
* **CVs as defined in 1.1.3 of the Terms of Reference**

Deadline for Submission of the bids is February 28, 2020, 4:00 PM.

For any inquiries please contact Petr Herman, mobile number 776 643 007 or petr.herman@сharita.cz.

**Quotation form:**

**Ex-Ante Assessment of a Non-Governmental Organisation applying to become Humanitarian FPA Partner of the European Commission**

|  |  |
| --- | --- |
| Company name: |  |
| Company Representative**:** |  |
| Address: |  |
| Phone: |   |
| Email: |  |

**Bidder’s Terms and Conditions:**

1. Validity of the offer:
2. Total price for the Assessmant inclusive VAT:
3. Payment conditions: *(note: advance payment shall be maximally 30% of the total amount)*

**Bidder’s Comments/Remarks:**

1.
2.

Name of Bidder’s Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_