

INTERNATIONAL CALL FOR PREQUALIFICATION

ACTED TUNISIA/LIBYA

Instructions to bidders

- AUDIT - EXPENDITURE VERIFICATION OF A GRANT CONTRACT -

Date: 19/07/19

Tender N°: T/14CUJ/86DAUD/Audit Services/TUNIS/19072019

ACTED is requesting through this call for prequalification a company to provide an application form completed for the supply of Audit Services.

DESCRIPTION OF THE AUDIT SERVICES :

DELIVERABLES : AUDIT SERVICE - EXPENDITURE VERIFICATION OF A GRANT CONTRACT

*PLEASE REFER TO TORS - TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF A GRANT CONTRACT

Description	Location
Mobilization and preparation for the expenditure verification of a grant contract *	ACTED Tunis Office
Review of documentation and achievement of the audit *	ACTED Tunis Office
Final version of the audit report *	ACTED Tunis Office

Location : The audit will be performed at ACTED Tunis Office, Tunisia.

RESPONSIBILITIES OF THE CONTRACTOR:

1. Validity of the offer 1 month or more (recommended)

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **31/07/2019 at 6.00PM** in ACTED office at the following address :
ACTED Tunis representative office, Résidence Nour
Rue du dollar
Berges du Lac II
1053, Tunis

Tenderers who will present their offer at ACTED bases other than *ACTED Tunis office* must take into consideration the transport time from the local base to ACTED Tunis Office.

2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format – as well as TORs.
3. Tenderers will sign and return all pages of the Product Specifications for which they apply.
4. The prices have to be in TND – with and w/out applicable taxes.
5. **The offer to the call for tender will not result in the award of a contract.**
6. The offer must be submitted to ACTED Tunis Office in a sealed envelope with the mention "[T/14/FWC/Audit Services/TUNIS/19072019](#)- not to be opened before 31-07-2019

7. Unsealed envelope and late offers will not be considered.
8. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to transparency@acted.org.

SPECIFIC CONDITIONS:

The Prequalification application form will be composed of:

- Official ACTED Documents signed, filled and stamped:
 - Annex_1 : Instructions to Bidders (**compulsory**)
 - Annex_2 : Prequalification Bidder's Ethical Declaration (**compulsory**)
 - Annex_3 : Prequalification Bidder's Questionnaire (**compulsory**)
 - Annex_4 : Prequalification Checklist (**compulsory**)
- Supporting Documents:
 - Insurance certification for all employees of the Audit Company going on the field (**compulsory**)
 - Registration documentation of the company in its country (**compulsory**)
 - Legally registered Certification as a member of statutory auditors (**compulsory**)
 - Certification of the accordance with the ISA 8000 processes (**compulsory**)
- Additional Documents (but will help being selected):
 - Financial reports for the last 3 years (**not compulsory**)
 - List of main clients (**not compulsory**)
 - Recommendation letter (**not compulsory**)

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: