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| **PART A: INFORMATION FOR THE TENDERER** |

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| **Name and address of the contracting authority: Caraș-Severin County Council, 320084 Reșița, 1st December 1918 Square, No 1, Caraș-Severin County, Romania.**  **Title of the tender: Audit**  **Reference number: 7/eMS RORS 283**  **Date of launching: 23/06/2020** |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in the point 2 of these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is <**03/07/2020 at 13:00 hours**>. Any tender received after this deadline will be automatically rejected.

\* - The tenderer should have minimum 7 days from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline).

\*\* - The Contracting Authority is obliged to provide answer to all questions received no latter then 3 days before the deadline and has to publish them on the same web sites where the tender was published.

Financial information

The tenderers are reminded that the maximum available value of the contract is **4000 EUR**, including VAT.

The Financial offer must be presented as an amount in [EUR] and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

[In case when the offers are submitted in national currencies, the exchange rate to be used for checking financial compliance with available budget (during financial evaluation), shall be InforEuro exchange rate for the month when the tender is launched]

The applicable tax and customs arrangements are specified in the draft contract in Part A of this tender dossier.

Variant solutions

Tenderers are not authorised to tender for a variant in addition to this tender.

Subcontracting

Subcontracting is not allowed.

Award criteria:

***In case more than one offer received***: best value for money, weighting 80% technical quality, 20% price.

Evaluation criteria for technical offer:

* Organization and methodology: 50 points
* Proposed inputs: 30 points
* Time frame: 20 points

TOTAL: 100 points

***In case one offer received***: the Contracting Authority shall check whether the offer is administratively, technically and financially compliant with the requirements set by this tender documentation.

Interviews:

No interviews are foreseen.

Award notification:

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Contract award notice will be published on the programme website. The estimated time of publishing is 7 days from the deadline for submission of tenders.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard set of submission forms available in the Part B – Technical offer and the Part C - Financial offer**. Any other document supporting this invitation is sent for informational purposes only and is not to be modified nor submitted by the tenderer. The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

* Copy of legal registration

- Authorisation from Chamber of Financial Auditors of Romania

* Copy of diplomas, personal documents (university, diploma and auditor's card, project auditor, etc.) attesting the quality of auditor and experience in the field;
* To be a financial auditor of category A, graduate of the specialization and improvement courses for European funds organized by CAFR;

The tenders will be submitted in sealed envelopes, containing the following information:

* Caraș-Severin County Council, 320084 Reșița, 1st December 1918 Square, No 1, Caraș-Severin County, Romania.
* Title of the tender: Audit
* Reference number: 7/eMS RORS 283
* The words: ‘’Not to be opened before the tender opening session’’ (and “A nu se deschide inainte de sesiunea de deschidere”)

Tenders must be submitted using double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer”- part B and "Financial offer" - Part C. Any infringement of this rule (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule, and will lead to rejection of the tender.

The tenders will be submitted in person, by post or courier service to the following address:

Caraș-Severin County Council,

320084 Reșița, 1st December 1918 Square, No 1, Caraș-Severin County, Romania

Contact person: Adina UNGUREANU

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by the deadline indicated above.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

The auditor must perform its activities in accordance with International Audit Standards. The report must clearly mention that the audit activities observed:

- International Standard on Related Services ISRS 4400 Commitments to achieve the agreed procedures regarding the financial information issued by the International Federation of Accountants IFAC adopted by the CAFR.

- Code of Ethics issued by IFAC.

Based on information provided by the Contracting Authority regarding the project that must be audited, the Contractor/Auditor must complete the audit plan that will include: the scope of the audit and how it will be achieved and the detailed procedures that must be carried out in step execution.

The Contractor/Auditor is responsible for checking the expenditure and reports all exceptions resulting from the verification. In all cases the Auditor assesses the financial impact (estimated) of exceptions in terms of ineligible expenditure.

Procedures to be performed:

1. The auditor will analyze the subsidy contract, its annexes and any other relevant information;
2. The auditor will analyze the progress reports and the supporting documents;
3. The auditor will check if the reimbursement claims are under the contract terms;
4. The auditor will check if the recipient's accounting records for the project are in accordance with accounting rules and record keeping specified in the contract. The auditor will verify the compliance by the recipient of the following accounting rules and record keeping
5. The auditor will verify whether the reimbursement claim is reconciled with the accounting records and the Employer (eg: trial balance, general ledger, account sheets).
6. The auditor will check if they have been applied correctly exchange rates in accordance with national law.
7. The auditor will verify the compliance of the budget costs with the specific analytical procedures.
8. The auditor will check if there are financing contract addenda that change the value of the contract.
9. The auditor will ckeck the eligibility of expenditure corelated with the INTERREG IPA CBC Romania - Serbia programme regulation.
10. The auditor will check if the expenditure for a transaction or action selected does not relate to an ineligible cost.
11. The auditor will verify the public aquisision:
    * If the award of supply / services / works was done in accordance with PRAG rules;
    * If necessary procurement project implementation was done in compliance with the following principles:

* Non-discrimination
* Equal treatment
* Mutual recognition
* Transparency
* Proportionality
* Technological neutrality
* Accountability.

The Audit will consist of:

* Audit the Financial of the project for the past periods
* Examine, assess and report on compliance with the terms and conditions of the agreement
* Verification of the use of amounts received as advance
* Verification of expenditure with specially designated accounts and project budget
* Project income monitoring (including advances received from financing authority, interest on advances, co-financing and other income generated by the project)
* Information on the precise location of the headquarters where the original documents are located in the event of verification by the Commission or the Court.
* Any other specific activites described in the International Standard on Related Services (ISRS) 4400 Commitments to achieve the agreed procedures regarding the financial information issued by the International Federation of Accountants (IFAC) adopted by the CAFR.

To achieve this goal, the auditor should follow the normal audit steps:

1. Planning, control and record keeping.
2. Assessment of the accounting system and internal control
3. Audit evidence
4. Reporting

The Managing Authority requires that the auditor meets the independence requirements stipulated by the **Code of Ethics:**

1. *Integrity;*
2. *Objectivity;*
3. *Professional competence and due care;*
4. *Confidentiality;*
5. *Professional behavior; and*
6. *Technical standards.*

**Delivrables:**

* **Intermediary External audit report of the project -** eligibility of the expenditure claimed by the Contracting Authority as Beneficiary, verify compliance of costs with the project budget, verify accuracy and registration of expenditures, verify reality of costs, check procurement contracts.
* **Final External audit report of the project -** eligibility of the expenditure claimed by the Contracting Authority as Beneficiary, verify compliance of costs with the project budget, verify accuracy and registration of expenditures, verify reality of costs, check procurement contracts.

Description of expected outputs / results to be achieved

Specific dates will be communicated by the Contracting Authority in due time for preparation, after confirmation with all project partners. All documents will be provided by the contracting authority.

* 1. **Interim Audit report**

**Description of expected outputs / results to be achieved**

* *1 interim audit report – half period of project implementation (eligibility of the expenditure claimed by the Contracting Authority as Beneficiary, verify compliance of costs with the project budget, verify accuracy and registration of expenditures, verify reality of costs, check procurement contracts)*
* *the objective of the report and the terms of reference against which the audit was performed*
* *information on the subject of expenditure verification*
* *description of the procedures performed, in particular with reference to the efficient understanding of the action and the terms and conditions of the financing contract, verification of eligibility of expenses incurred, compliance of expenditures with budget lines related to the project, accuracy, classification and reality of expenditures, compliance with public procurement rules, project revenues*
* *findings on eligible project costs, including their nature, legality and correctness*
* *the amount of eligible expenses out of the total expenses required for reimbursement*
* *verification of the Beneficiary's accounting activity (correctness of accounts, their legality, etc.)*

**Required inputs**

* Minimum 1 year experience (of the auditor) of relevant professional experience in the field of auditing services

*Required resources*: laptop or similar, multifunctional or similar, consumables.

**Required time frame**

* *september 2020 – October 2020 (half period of project implementation)*
  1. **Final Audit report**

Description of expected outputs / results to be achieved

*- 1 final audit report (eligibility of the expenditure claimed by the Contracting Authority as Beneficiary, verify compliance of costs with the project budget, verify accuracy and registration of expenditures, verify reality of costs, check procurement contracts)*

**Required inputs**

- Minimum 1 year experience (of the auditor) of relevant professional experience in the field of auditing services

*Required resources*: laptop or similar, multifunctional or similar, consumables.

**Required time frame**

august 2021 – september 2021

Audit activities are eligible if implemented during one month after the end of the implementation period and paid during 1 month after this period at latest and provided that they are necessary for the project.

In case of extension of the period of implementation of the project, the audit contract will be extended with the period related to the extension of the period of implementation of the project. The final report will be prepared at the end of the project implementation period, without additional costs.

1. **ADDITIONAL INFORMATION**

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the successful tenderer and post an announcement on the website with the name of the successful tenderer followed by the mentioning that “all other tenders were not administratively /technically/ financially compliant”

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The Evaluation Committee’s decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

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| NOT TO BE FILED IN BEFORE CONTRACT SIGNING  NOT TO BE SUBMITTED WITHIN THE OFFER!!! |

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY**

**CONTRACT TITLE:** Audit

**REF:** 7/eMS RORS 283

**Concluded between:**

Caraș-Severin County Council

320084 Reșița, 1st December 1918 Square, No 1, Caraș-Severin County, Romania.

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-2)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the < Audit *services* > as indicated in the contractor’s offer – ‘’Part B: Format of offer to be provided by the tenderer’’

**Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: <XXX EUR, (including VAT for Romania partners)>.

For Serbian partners:

The contract shall be exempt from all duties and taxes, including VAT.

For Romanian Partners:

In accordance with IPA implementing regulation, for Romanian partners VAT can be an eligible expenditure. The Contracting Authority will pay the unit prices, as stated in the Financial Offer, and will pay the VAT if the VAT is clearly identified on the invoices.

**Article 3: Contracting documents**

The documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s offer as provided in the tendering phase – ‘’Part B: Format of offer to be provided by the tenderer’’
* Contractor’s financial offer –“ Part C:Format of financial offer”
* Any other supporting documentation if applicable (\* - in case of asking for registration of company or other information)

For any issues not defined in this contract agreement the rules of General conditions will be applied

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| B8d | Draft contract : General conditions (Annex I) | [b8d\_annexigc\_en.pdf [http://ec.europa.eu/europeaid/prag/images/documents/f_pdf_16.gif](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en)](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en) |

<http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

**Article 4: Deliveries and payments**

The contractor will deliver without reservation the services indicated in the contractor’s offer ‘’Part B: Format of offer to be provided by the tenderer’’. The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor for the services in the amount indicated in the Article 2 of this contract document.

In case the contract is concluded in EUR, and payments are made in NC, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

The payments will be issued by the following time schedule.

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| **Day/Month** |  | **<EUR>** |
| < Day/Month > | Interim payment (\*if applicable) | <50 % of the contract value / Absolute amount > |
| < Day / Month > | Balance final payment | < 50% of the contract value / Absolute amount > |
|  | **Total** | <Total contract value> |

\* - The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing interim and balance final payment

**Article 5: Duration of the contract**

The duration of the contract is from the commencement date until 05.09.2021.

Commencement date is the day when last person sign.

Audit activities are eligible if implemented during one month after the end of the implementation period and paid during 1 month after this period at latest and provided that they are necessary for the project.

In case of extension of the period of implementation of the project, the audit contract will be extended with the period related to the extension of the period of implementation of the project. The final report will be prepared at the end of the project implementation period, without additional costs.

**Article 6: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Reșița, Caraș-Severin county in accordance with the national legislation of the state of the Contracting Authority.

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| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-2)