

Tirana, 12th June, 2020

**SERVICE CONTRACT NOTICE**

**1. Procedure:** Simplified procedure.

**2. Contract title: “***External audit of ROUTE WB6 project”.*

**3. Financed from:***The Norwegian Ministry of Foreign Affairs*

Budget line: 7.1, Auditing / Grant agreement: RER-18/0017, Route WB6

**4. Contracting authority: Regional Youth Cooperation Office (RYCO)**

**CONTRACT SPECIFICATION**

**5. Nature of contract:** Global Price

**6. Contract description: “***External audit of ROUTE WB6 project”*

**7. Number and titles of lots:** One lot only

**8. Maximum budget:** 8395.00 EUR

**CONDITIONS OF PARTICIPATION**

**9. Eligibility:** Participation is open on equal terms to all legal entities interested**,** participating either individually or in a grouping (consortium) of tenderers.

**10. Number of tenders**

No more than one tender can be submitted by an Economic Operator whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that an Economic Operator submits more than one tender, all tenders in which that person has participated will be excluded.

**11. Sub-contracting**

Subcontracting is not allowed.

**PROVISIONAL TIMETABLE**

**12. Provisional commencement of the contract:**  *Mid July (indicative).*

**13. Implementation period of the tasks**: The audit for financial year 2019 has to be conducted within July 2020 and audit report should be submitted within August 2020.

**NOTE: These are indicative timeline and the implementation of the services shall commence upon request from Contracting Authority.**

**SELECTION AND AWARD CRITERIA**

**14. Selection criteria**

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole.

1. *The company or consortium of companies should have registered Certified Auditors in the audit team;*
2. *The person appointed as an Audit Manager should be a registered certified accountant with at least 10 years of audit experience;*
3. *The company or consortium should have at least one accountant with international recognized certification;*
4. *The certified auditors should demonstrate audit experience in the Western Balkans 6 and donor funded projects;*

**15. Award criteria:**  The sole award criterion will be the price. The contract will be awarded to the lowest price among technically compliant tender.

**TENDERING**

**16. Deadline for receipt of tenders: 29.06.2020, 17h00.**

**17. Tender format and details to be provided:**  Tenders must be submitted using the standard tender form provided in this tender dossier. To prepare their tender, Tenderers must strictly follow all the instructions indicated at “*Instructions to Tender*” part of this tender dossier.

**18. How tenders may be submitted:** Tenders must be submitted in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**19. Operational language:** All written communications for this tender procedure and contract must be in English.

**20. Legal basis:**

Rules for procurement as stipulated in Grant Agreement

Statute of the Regional Youth Cooperation Office

Head of Contracting Authority

Djuro Blanusa

Secretary General

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_