



October 31st, 2022

ADDITIONAL INFORMATION

Contract title: “**Data Entry services**”

Having regard to Section 5 of the “Instructions to tenderer”, part of the published tender dossier in the frame of the “**Data Entry services**” call, in response to an inquiry submitted please find below the additional information provided:

Question 1	<i>It is not very clear whether the advisor will assist with QuickBooks and the reconciliation process, or will he be the person to do the data entry?</i>
Answer 1	The selected service provider will perform the data entry registration in the system and the data reconciliation with the assistance of project Finance Officers.
Question 2	<i>Could you clarify the chart of accounts to be used in the registration of accounting entries?</i>
Answer 2	The chart of accounts is based on IPSASB and is adjusted to RYCO’s core budget. The budget lines of projects are related to main accounts based on the nature of expenses.

Thank you!