

Date: 30.12.2018

Dear Messers,

Greetings from REFORM Association

**Subject: Request for quotation**

The Palestinian Association for Empowerment and Local Development –**REFORM**, would like to ask for your price offer regarding the item mentioned below, please submit your offer latest by Sunday 06.01.2019 before 12:00 pm.

**Financial Auditing and Reporting for one of REFORM's projects entitled: "Political Mobilisers for Change" funded by Norwegian People's Aid**

## Specifications:

- Audit the "Political Mobilisers for Change" project in accordance with the ISA 800 taking into consideration the following:
  - The audit report shall include all activities and incomes received for the implementation of the project including all contributions from other sources. However, NPA's contribution and expenditure made thereof shall be separately identified.
  - NPA shall have access to the management letter of REFORM.
  - Draft of audited financial report should be sent to REFORM no later than 20.01.2019
  - Final audited financial report must be submitted to NPA no later than 31.01.2019

## Notes:

- 1- The Offer should be submitted in (USD); all taxes must be included in the said price.
- 2- The Offer should be drafted in English.
- 3- Deadlines and time frames should be clearly mentioned in the price offer and will be considered as one of the competitive advantages. Delivery time for conducting all information needed should be included in the price offer.
- 4- All applicants must be certified public auditors and should enclose source deduction certificates in the price offer.
- 5- The audited financial report for the PMC project should be designed and issued in Both Arabic and English and delivered as eight hard copies (4 copies for each).
- 6- The applicant is not allowed to share any of REFORM's reports with any one without consulting REFFORM.
- 7- The company should name the expert that will lead the job and enclose his/her C.V.
- 8- Company must state the validity of price offer.

9- The Offer should be drafted in English, signed and stamped and **delivered by e-mail** to the following address: [info@reform.ps](mailto:info@reform.ps)

The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2<sup>nd</sup> floor in Al Masyoun, Ramallah.

For more information, please do not hesitate to contact us on the following contact details:

Telfax: 02-2966645

Email : [Info@reform.ps](mailto:Info@reform.ps)

Thank you for your kind cooperation,

Sincerely yours,

Nadine Natour



**REFORM**  
Financial and Admin. Officer