

Date:30.12.2015

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 items mentioned below, please submit your offer latest by 03.01.2016 :

Financial Auditing and Reporting for REFORM and its Projects .

Spec :

- Auditing REFORM's financial statements and its projects transactions for the year 2015 in accordance with the International standards of Auditing.

Notes :

- 1- The Offer should be submitted out in (ILS), 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 should have a certified financial consultants (financial consultation companies), and should enclose source deduction certificates in the price offer.
- 5- The Financial report for the year 2015 should be designed and issued in Both Arabic and English and to be 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 REFORM.
- 7- Company must show its commitment to paying taxes and provide the needed experience to implement this task.
- 8- The company should name the expert that will lead the job and enclose his/her C.V.
- 9- Company must state the validity of price offer.
- 10-The Offer should be drafted in English, signed, stamped on each page and **delivered by hand** in a closed envelop to the following address:





المؤسسة الفلسطينية للتمكين والتنمية المحلية
The Palestinian Association for Empowerment and Local Development

The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building,
2nd 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

Thank you for your kind cooperation,

Sincerely yours,

A blue ink signature of Dina Shawa is written over a red circular stamp. The stamp contains the name "Dina Shawa" and the word "REFORM".
Dina Shawa
Financial & Admin Officer