

Date:02.10.2014

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 13.10.2014 :

**Financial Auditing and Reporting for REFORM and its Projects .**

Spec :

- Auditing REFORM's financial statements and its projects transactions for the year 2014 in accordance with the International standards of Auditing.
- Preparing a fiscal Budget for the year 2015.

**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 2014 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 REFFORM.
- 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** to the following address:

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,

  
General Manager