

**Date: 21.03.2024**

Dear Messer's,  
Greetings from REFORM Association

**Subject: Request for Quotation- Auditing Services**

**About REFORM:**

REFORM adopts a strategy of sustainably empowering marginalised groups, in particular youth and women from hard-to-reach communities, through establishing safe acting platforms, encouraging community-led developmental processes and shaping a more inclusive governing systems that is responsive to people's needs. In this way, REFORM address's various social fault lines and enhances the individual and collective abilities of women and youth, contributing to the formation of a fairer society where women and youth take leading roles in public life and governing bodies.

The Palestinian Association for Empowerment and local Development –**REFORM** would like to ask for your price offer regarding the item mentioned below:

**External Auditing Services for the SI Project 2022- 2024.**

**Please submit your offer latest by: Tuesday, 26.03.2024, before 02:00pm.**

**Audit Specifications:**

- The audit is to be conducted and reported in accordance with International Standard on Auditing (ISAs) by a legally registered auditing firm with international membership.
- The provider shall prepare and submit a comprehensive management letter for the audit period including management's response with each audit. The letter should offer suggestions for improvement in financial management and internal controls.
- According to Si's audit instructions the auditor needs to be connected to the International Federation of Accountants (IFAC) and conduct the audit according to the standards of the International Auditing and Assurance Standard Board (IAASB).
- As long as local auditors are connected to the federation and following the standards there shouldn't be any reason to not use a local auditor.
- The provider must submit the **FINAL drafts to REFORM no later than 20.05.2024.**
- **Project Duration is 02.05.2022 to 02.05.2024.**
- **Audit Service will be on payments and procedures.**
- **One final audit report for the whole period for the project should be delivered.**
- **An Average of 5 transactions will be added to the journal listing.**

**Submission criteria:**

**For those who meet the criteria must submit both a technical and financial offer in English and must be stamped and delivered by hand in sealed envelope to REFORM office.**

The offer must include the following:

- ✚ Technical Offer: 40%
  - General information and experience of the firm, including responsible staff assigned to the audit.
  - Work plan and time table.

**Notes:**

- 1- **REFORM is not obliged to contract with the lowest price.**
- 2- The applicant is not allowed to share any of REFORM's reports with anyone without consulting REFORM.
- 3- The applicants should register on REFORM procurement system [REFORM \(econnect.ps\)](http://reform.econnect.ps)
- 4- Applicants Interested in the RFQ please contact us at [mmorror@reform.ps](mailto:mmorror@reform.ps) in order to send you the contract including project budget, Journal Listing, and Audit Instructions.

✚ The Financial Offer 60% should be in ILS and Including VAT.

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: [mmorror@reform.ps](mailto:mmorror@reform.ps)

Thank you for your kind cooperation,

Sincerely yours,

Procurement Unit

