

**Date: 23.01.2025**

Dear Messrs,  
Greetings from REFORM Association

**Subject: Tender- Audit 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 a 3-year period starting from December 31, 2025 – December 31, 2027.**


**Please submit your offer latest by: Sunday, 02.02.2025, before 04:00pm.**

**Audit Specifications:**

1. 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.
2. 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.
3. The provider must submit the **FINAL drafts to REFORM no later than 10<sup>th</sup> March 2026.**

**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 envelop to REFORM office.**

-  The offer must include the following:
- General information and experience of the firm, including responsible staff assigned to the audit.
  - Work plan and time table.
  - Fixed cost for the coming three years, in ILS, including all taxes for the association audited financial report.

**Notes:**

- 1- **REFORM is not obliged to contract with the lowest price.**
- 2- **The audit will cover different projects.**
- 3- The Audited Financial Report for the year 2025 should be designed and issued in Both Arabic and English and to be delivered as eight hard copies (4 copies for each).
- 4- **This tender is for 3 years with yearly fixed fees.**
- 5- Confidentiality - The auditor shall agree to keep the information related to all funds audited, related contracts, and all information obtained in the course of the audit, in strict confidence.
- 6- 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.
- 7- The applicant is not allowed to share any of REFORM's reports with any one without consulting REFORM.
- 8- The applicants should register on REFORM procurement system [REFORM \(econnect.ps\)](http://reform.econnect.ps)
- 9- REFORM has the right to cancel the contract at anytime.
- 10- Advertising fees will be covered by the winning vendor.
- 11- Companies should submit a valid deduction on source certificate or else 10% of the total payment will be deducted as 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: [Info@reform.ps](mailto:Info@reform.ps)

Thank you for your kind cooperation,

Sincerely yours,

Procurement coordinator

Mona Morrar