



Call for proposal
Publication ref:

09-2024

Invitation to Company to submit an offer for

Annual Audit of NGO Women's Organizations in Serbia, Montenegro and Bosnia and Herzegovina

within project "Stronger Together - Empowering women's organisations and movements" funded by Oak Foundation

Background A group of 39 women's organizations (associations of citizens, foundations, and networks) located in Serbia, Bosnia and Herzegovina, and Montenegro receive funding from Trag to support their programs and activities that promote women's rights. As part of their grant agreements with the Trag Foundation, these organizations must submit annual financial reports audited by an independent external auditor.

This tender is open to all legal entities operating within the Republic of Serbia, Montenegro, and Bosnia and Herzegovina, which are registered to perform auditing activities in this area. International audit firms with branches in two or more of these countries, as well as consortiums of local audit firms, are encouraged to apply, provided all consortium members meet the required qualifications and adhere to the same standards and methodologies. In case of consortium application, it is necessary to provide Memo of agreement of all consortium members who will be engaged.

A detailed description of the Action and of the assignments to be performed within the scope of work is presented in the Annex I / Terms of Reference as well as details of the structure of 39 organizations in the Annex II / Budget of organizations enclosed as an integral part of this Invitation.

Your proposal should contain:

- (1) Company offer in English
- (2) Detailly listed budget form for the entire service specified in the ToR (free form)
- (3) Filled in application form (enclosed as an integral part of this Invitation) containing:

Trag Foundation

Registry No. 17522663, TIN: 103208903

Krunska 47, Belgrade, Serbia

Tel/Fax: 381 11 78 39 467

office@tragfondacija.org/www.tragfondacija.org



- (i) Contact information,
- (ii) Gross fee for providing services,
- (iii) References

Additionally, offer should include:

- A descriptive document detailing the audit firm's experience in auditing relevant to this ToR. This should include specific examples and references.
- List of engaged key personnel and CVs
- Timeline and duration of the tasks, as well as any relevant information related to the conditions and criteria outlined in Annex I and based on structure defined in Annex II.

Maximum gross budget for the assignment is **USD 115.000,00**

Please send us your proposal **latest by July 31st, 2024 at 17.00 CET**, by: e-mail, to the following address: nabavke@tragfondacija.org, with following Subject: PROPOSAL 09-2024.

Only complete offers will enter the evaluation process for this tender, and offers should be submitted in the English language.

The evaluation of the proposals shall be done by Trag's evaluation committee based on the experience of the offeror and offered price of the service, using the best value for money principle. The best value for money is established by weighing technical quality against price on an 80/20 basis.

Only bidders who make the shortlist will be contacted for further evaluation in accordance with the schedule given in the Instructions for Bidders. All offerors shall be notified of results of the tender by October 10. 2024.

Looking forward to receiving your proposal,

Sincerely,

Trag Foundation