



Request for quotation

From: Palestine Red Crescent Society, Lebanon Branch

Date: 22 December 2023

Subject: Request for Technical & Financial Offers for Hiring Audit Firm.

MESSAGE:

Palestine Red Crescent Society, Lebanon Branch (PRCS-L) would like to request your best technical and financial offer for auditing the following program as per the attached Terms of Reference (Annex A) and as per the terms and conditions mentioned in this document:

1. Strengthened capacities for healthier, self-reliant and resilient Palestinian communities.

Please go through the document with its annexes thoroughly before submitting your offers.

The Technical and Financial Proposals must be submitted to **Abdallah Murra** at abmourra@palestinercs.org, , and Youssef Karam at Youssef.karam@redcross.se with cc to Hiba Baalbaki at hbaalbaki@palestinercs.org and Sylvia.Gichuki@redcross.se, with the subject "Technical Proposal and Financial Proposal for the audit of 1 PRCS-L program by 2024-01-10 at 1500Hrs.

All or None Clause:

PRCS-L reserves the right to accept the whole or part of your offers and the lowest bid need not be accepted. Should your offers be accepted, you will be required to sign, stamp, and return the agreed PRCS-L general terms and conditions as per attached Annex B.

Confidentiality:

All provided documents, technical data and information relating to the Request for Proposal shall be treated as confidential and the bidder and the personnel of either of them shall not, either during the tender process or after, disclose any such documents or information to any other person, government, other organizations, or authority external to the PRCS-L

The bidder shall not communicate at any time to any other person, government, other organizations, or authority external to the PRCS- L, any information known to them by reason of their participation in this Request for Proposal; nor shall the bidder use such information to their private advantage. The bidder agrees not to publish, announce anything prejudicial to the PRCS-L's goodwill or overall public image.

Details of evaluation of the proposals are not disclosed to the Bidders.

Currency:

All firm costs to be given in USD only.

Documentation Language:

The proposals and all correspondence and documents related to this bidding process shall be



written in English.

Enquiries

Enquiries are only permitted 3 days prior to the deadline for submission and should be directed to

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Evaluation:

PRCS-L shall not in any way be obliged to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relating to the evaluation/selection process or to state the reasons for elimination to any bidder. Offers will be evaluated according to the criteria outlined in the attached Terms of Reference (Annex A) using a combined Scoring method where the technical criteria will be weighted at 50% and the financial offer will be weighted at 50%.

Technical proposal

1.	References <ul style="list-style-type: none">This section should include references from similar audits preferably from working with NGOs, international humanitarian agencies, the Red Cross, or the UN. Kindly describe the assignments, provide the name of the organizations, addresses and phone numbers. At least 5 references from the last 5 years (2018-2023).
2.	Proposed methodology This section should include: <ul style="list-style-type: none">Methodology and ApproachSchedule, planning and allocation of resources.Clear deliverables and milestones
3.	Resource plan The contents should include: <ul style="list-style-type: none">CVs of the key personnel to perform the audit
4.	Adherence to international audit standards <ul style="list-style-type: none">Proof of membership of a national professional accountancy organization affiliated with IFAC.

Financial proposal

1.	A fixed amount including service tax with breakdown of operational expenses, salary, travel & communication etc. and professional fee. A detailed financial breakdown of all costs associated with delivering on the assignment involving personnel and non-personnel costs, detailed miscellaneous cost with description should be submitted.
2.	All prices given should be in USD inclusive of income tax, service tax and other taxes payable as per the rules and regulation of the Government.

Guarantees:



No Tender Guarantee (Bid Bond) is required. No Performance Guarantee for execution of contract will be required.

Liquidated damage clause:

Please be advised that delivery of output after agreed delivery schedule without justification accepted by the PRCS-L may be subject to a deduction from the invoice of 0.1% per day up to 5% of the total value of the contract.

Offer Validity:

Your offer must be valid for 60 (sixty) days from the tender closing date/time.

Payment Conditions:

All payment will be made in USD via bank transfer by PRCS-L after completion of the work. You are requested to include all possible costing (e.g. field visits, Travelling Allowance, Daily Allowance of your personnel, for field visit, etc.) in the proposal. The consultant shall be liable to pay all taxes, duties, levies and other charges which are due on the basis of national Legislation. If the mentioned payment condition varies with your requirement, kindly mention it clearly in your financial proposal.

Principles of Conduct Clause:

Service provider seeking to work with the PRCS-L shall respect the following principles:

- I. Business Ethics: Service provider is expected to maintain the highest degree of business ethics when working with the PRCS-L.
- II. Transparency of Information Provision: Service provider shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favor.
- III. Fair Competition: Service provider shall not be involved in any corrupt, collusive, or coercive practices.
- IV. Officials Not to Benefit: Service provider represents and warrants that no official of the PRCS-L has been, or shall be, admitted by the Service provider to any direct or indirect benefit arising from this Request for Proposal, Contract or the award thereof. The Service provider agrees that breach of this provision is a breach of an essential term of the Contract.

If at any time during the registration or procurement process the PRCS-L determines that the service provider is in violation of the abovementioned principles, that service provider's request for registration or bid may be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the service provider.

Right to accept any proposal and to reject any or all proposal:

The PRCS-L reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals, at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the PRCS-L action.

Time Schedule:

The PRCS-L proposes to follow the time schedule indicated below:

No	Activity	Date and time
1	Launch of Request for Quotation (RFQ).	22/12/2023
2	Last date for receiving of queries and clarifications.	3 Days Prior To the deadline for submission



3	Last date for submission of Quotation	10-1-2024
4	Expected date for award/Signing of the contract	15-1-2024
5	Expected date for start of working	01-2-2024
6	Expected date for submission of draft audit report	22-2-2024
7	Expected date for final audit report submission including management letter and management response	28-2-2024