

Request for Proposals

1. Introduction

NALAS is a network of associations of local authorities of South East Europe. The Network brings together 16 Associations which represent roughly 9000 local authorities, directly elected by more than 80 million citizens of this region. The NALAS Secretariat, based in Skopje, is responsible for the overall coordination and implementation of the activities.

NALAS was created in 2001 following the first Forum of Cities and Regions of South-East Europe (Skopje, November 2000), organised by the Congress of Local and Regional Authorities of the Council of Europe. The Network was established under the auspices of the Stability Pact for South Eastern Europe (Working Table 1) and the Council of Europe. During the first years, NALAS functioned as an informal organisation with regular meetings, seminars and training programmes. In July 2005 NALAS became an officially registered association with its seat in Strasbourg. The NALAS Secretariat was established in March 2007.

Our network includes relevant local government associations from the region who are the legitimate partners in negotiations with their national governments. These associations are located in Slovenia, Croatia, Bosnia and Herzegovina, Serbia, Kosovo, Montenegro, Romania, Moldova, Albania, Macedonia, Bulgaria and the Marmara region in Turkey.

2. Procurement information

NALAS intends to undergo an audit for the period from 1 January to 31 December 2015 conducted by an independent audit company.

NALAS invites interested audit companies to submit an offer for audit that meets the specifications given as annex to this request, titled "Terms of references for local audit".

The Audit should cover period of calendar 1 year of the NALAS overall operations which include implementation of:

- 1) Institutional development agreements:
 - "Local Democracy and regional Integration in South East Europe-Support to NALAS", funded by the Swiss Agency for Development and Cooperation;
- 2) Institutional Development "Network of Association of Local Authorities of South-East Europe" (NALAS), funded by GIZ
- 3) Other contracts/grants:
 - "Asset management for Water and Sanitation Sector in South East Europe" funded by GIZ;
 - "Strengthening of local-decision makers in South-East Europe" funded by GIZ;
 - "Solid Waste Data Collection on South-East Europe", funded by GIZ;
 - "Solid Waste Management in Cross Border Rural and Coast Areas of South Eastern Europe"
- 4) UN Women, one instalment of 238.000,00 Macedonian Denars
- 5) WB-Austria Urban Partnership Program

Please take into consideration that the opening balance for year 2015 is 511.322,00 Euros, the revenues are about 660.000,00 Euros and not all of the available fund in 2015 will be spent until the end of the year. The estimated amount of the costs for the year 2015 is about 800.000,00 Euros.

NALAS operates with non-residential bank accounts in Procredit Bank, Macedonia and one bank account in Societe Generale Bank in Strasbourg, France.

3. Delivery

The Audit should start on February 22, 2016 and the Final Audit Report should be submitted by March 15, 2016.

4. Offers

Your offer should include the price before VAT and the total price including VAT. If your offer is in foreign currency, please state which exchange rate will be used to convert to Macedonian Denars.

Please deliver your offers in a closed envelope marked "OFFER – DO NOT OPEN" by 16:00 o'clock on Friday, 15th of January, 2016. The envelopes should not be branded with your company name. Please deliver your offers to: NALAS, Varshavska 36A, Skopje 1000, Macedonia.

5. Acceptance

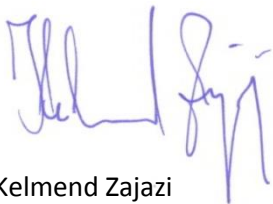
The selection will be done based on the price and level of references.

NALAS reserves the right to negotiate specific terms of the contract with the short-listed companies that meet **the terms of references**, prior to the final award of the contract.

Please note that the terms of reference may be revised and finalized before signing the contract with the selected company, in accordance with the donor's requirements.

NALAS may not necessarily accept the lowest priced offer or any offer.

Yours sincerely,



Kelmend Zajazi
NALAS Executive Director