

YOUNG RESEARCHERS OF SERBIA OPENS CALL FOR SUBMITTING OFFERS
for providing service of annual financial audit for 2023

In the period from **14/12/2023 to 28/12/2023** Young Researchers of Serbia (YRS) will be collecting offers for the service of an annual financial audit for year 2023. Funds are provided within the project: "ECO SYSTEM - Environmental reforms supporting programme" which is financed by Sweden.

JOB DESCRIPTION

- Audit of annual financial reports consisting of the balance sheet (statement) as at 31 December 2023 and the income sheet (statement) for the year ended that day.
- The audit is performed in accordance with the International Standards on Auditing (ISA).
- Expressing an opinion on the financial statements on the financial position as of 31st December 2023 and the financial performance of YRS for the year ended that day, in accordance with the Law on Accounting of the Republic of Serbia.
- In accordance with ISA standards, the auditor: identifies and assesses the risks of material misstatement in the financial statements, resulting from criminal activity or error, designs and performs audit procedures that are appropriate for those risks, and obtains sufficient adequate audit evidence to provide a basis for opinion; acquires an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not in order to express an opinion on the effectiveness of the entity's internal control system; evaluates applied accounting policies and the extent to which management's accounting estimates and related disclosures are reasonable; draws a conclusion on the appropriateness of the application of the going concern principle as an accounting basis by management and, based on the audit evidence gathered, whether there is material uncertainty about events or conditions that may cast significant doubt on the entity's ability to continue as a going concern permanence.
- Assessment of the adequacy of the accounting policies used and the reasonableness of accounting estimates and related disclosures made by management, in accordance with the accounting regulations of the Republic of Serbia.

Location: Republic of Serbia, Belgrade

Language and work mode: Serbian language.

Reporting language: English language.

Period of providing service of auditing: March 2024 – September 2024

Deadlines: Deadline for financial report of year 2023 is September 2024.

CONDITIONS FOR PARTICIPATION

The right to participate in subjected procurement has Bidders that meet the following conditions for participation in the procurement procedure:

1. Bidder is registered at the competent authority as auditor's firm, i.e. that it is added in the appropriate register.

Manner of proving: excerpt from the register of the Business Registers Agency. The auditor's firm is registered as a statutory auditor in the public register of a public oversight body in an EU member state in accordance with the principles of public oversight set out in Directive 2006/43/EC of the European Parliament and of the Council (this applies to auditors and audit firms based in an EU Member State).

2. Bidder and his legal representative have not been convicted of any of the criminal offenses as a member of an organized criminal group, Bidder has not been convicted of criminal offenses against the economy, criminal offenses against the environment, criminal offense of receiving or giving bribes, criminal offense of fraud.

Bidder has a valid license from the competent authority to perform the activity that is the subject of the procurement, if such a license is provided by a special regulation.

Bidder respected the obligations arising from the valid regulations on safety at work, employment and working conditions, environmental protection.

Bidder is not bankrupt or in the process of liquidation.

Bidder has not been imposed a measure prohibiting the performance of activities, which is in force at the time of publishing or sending the call to submit offers.

Bidder has paid the due taxes, contributions and other public duties in accordance with the regulations of the Republic of Serbia or a foreign state when it has its seat on its territory.

In the framework of another procurement procedure or procedure for awarding contracts financed from the funds of the Contracting Party, Bidder did not violate the contract and that he fulfilled the contractual obligations.

Manner of proving: Filled Template – Statement on fulfilment of obligatory conditions in the procurement procedure (Declaration of honour).

3. The right to participate in subjected procurement has Bidders that meet the following additional conditions for participation in the procurement procedure:

FINANCIAL CAPACITY

The right to participate have Bidders who have achieved a turnover of at least 1,800,000.00 dinars without VAT in the last three business years per year (2020, 2021 and 2022).

Manner of proving: balance sheet and profit and loss statement (financial report) for the previous three years.

BUSINESS CAPACITY

Business capacity is met by Bidders that during their business:

- Have experience in financial auditing working of minimum 10 civil society organizations and/or companies

Manner of proving: reference list containing the following information – organization/company name, address and place, year for which financial auditing is done. For each organization, submit a copy of the contract (first and last page) and an invoice, or Statement regarding impossibility of submitting the requested documents due to signed Non-disclosure Agreement (NDA), including the option to see the documents on the request of the Contracting Party.

- Have professional risk indemnity insurance.

Manner of proving: copy of the insurance.

- Familiar with EU or other international/national donor's procurement rules and procedures.

Manner of proving: reference list of projects containing the following information - name of project, reference number of project, project value, name of the donor.

TECHNICAL CAPACITY

The right to participate have Bidders that:

- Have sufficient technical capacities, to possess (either owned or otherwise provided) technical equipment and other technical means necessary for the realization of the procurement of subject.

Manner of proving: a statement on technical capacities (*Statement on the memorandum given under material and criminal responsibility*) that the Bidder has (either owned or otherwise provided) technical equipment and other technical means necessary for the implementation of the procurement.

The statement is required to contain a description of the technical means and equipment available to the Bidder to ensure the quality of service.

- Have business premises (owned or based on a lease agreement or a contract for free use).

Manner of proving: a copy of the title deed / a copy of the lease agreement / free use agreement or statement on ownership or lease of business premises for performing activities (Statement on the memorandum given under material and criminal responsibility) that the Bidder disposes (either owned or otherwise provided) of business premises necessary for the implementation of the procurement. The statement is required to contain the address and description of the premises, which are available to the Bidder to ensure the quality of service.

- Are a member of a national accounting or auditing body or institution which in turn is member of the International Federation of Accountants (IFAC)

Manner of proving: proof of the membership.

PROFESSIONAL CAPACITY

The right to participate have Bidders that have sufficient staff capacity, who have at least 1 full-time licensed certified auditor.

Manner of proving: copies of licenses, copies of certificates of submitted applications for compulsory social insurance (pension and disability insurance and health insurance) for each employee individually or copies of employment contracts.

The right to participate have Bidders that have sufficient staff capacity, who have experienced auditors for asked service.

Manner of proving: biography with asked experience.

GROUNDS FOR EXCLUSION FROM PARTICIPATION IN PROCUREMENT

Bidders will be excluded from participation in the procurement procedure if they do not submit the Statement on fulfilment of obligatory conditions in the procurement procedure (Declaration of honour) and if additional audit establishes that they do not meet the required conditions, as well as if the following is established:

- Entering into agreement with other economic operators with the aim of distorting competition;
- Attempting to influence the decision-making process of the Contracting Party during the procurement procedure;
- Attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure.

EXCLUSION FROM AWARD OF CONTRACTS

Contracts may not be awarded to Bidders which, during the procurement procedure:

- Are subject to a conflict of interests;
- Are guilty of misrepresentation in supplying the information required by the Contracting Party as a condition of participation in the contract procedure or a failure to supply this information;
- Where the Contracting Party determines that there are grounds for exclusion according to conditions for participation.

APPLYING PROCEDURE

The offer must contain the following elements:

- Price offer in RSD with VAT or EUR with VAT for needed service (signed and stamped);
- List of documents asked in chapter „Conditions for participation“.

Submission of the offer and deadline:

- The bidder is responsible for providing a complete offer, in accordance with all requirements stated in this call;
- The bidder may submit only one offer;
- The offer and following documentation shall be submitted in writing, by post or personal, with the note "Offer for procurement within the project Eco system" and "Do not open before the official opening by the Committee for the selection of bidders" on the front of the envelope;
- On the back of the envelope it is necessary to indicate: name, address and contact of the bidder;
- Upon receiving a certain offer personal, YRS shall indicate the date and time of its receiving and shall issue a confirmation of receipt to the Bidder at his request;
- The contact person regarding this procurement is Tijana Ljubenović, tijana@mis.org.rs all questions regarding the procurement can be asked only in writing.

Deadline for receiving tender's documentation is 28 December 2023 till 4:00 PM to the following address:

Mladi istraživači Srbije (Tijana Ljubenović)
Bulevar umetnosti 27
11150 Beograd

Budget and payment procedure:

The maximum amount for this procurement is EUR 4.400,00 equivalent to RSD. Payment dynamics will be defined in the contract made with the chosen bidder. In case the Bidder gave price offer in EUR, calculated in dinars currency at exchange rate defined by the project.

Evaluation of received offers:

The evaluation will be conducted in accordance with the procurement rules prescribed by the donor in the document "Procurement provisions for use by Non-Governmental Organizations (NGOs) in the context of the Sida-financed Project / Core Activities (Sida's Procurement Provisions)".

After collecting all the received offers, the most favorable Bidder will be selected according to the criteria "**best price of cost**" with the fulfilment of all the stated conditions from the call.

The Committee will determine in advance whether the offer meets all the conditions described in the call. Incomplete and untimely offers will not be considered. Only offer which contains all the required information and asked documentation can be evaluated. After the final decision on the selection of the service provider is made, all Bidders will be notified of the decision by an e-mail, no later than two days after the decision is made.

In Belgrade,
14 December 2023