



Disaster Preparedness and Prevention Initiative for South – Eastern Europe

PUBLIC CALL

DPPI/ NO. 2-4-1/2024

**PROVISION OF EXTERNAL AUDIT SERVICES OF FINANCIAL
BUSINESS
INITIATIVES FOR PREPAREDNESS AND DISASTER PREVENTION –
DPPI
FOR THE YEAR 2023**

Sarajevo, April 2024

General information

1. Data on the contracting authority
2. Information about the person in charge of communication
3. Serial number of procurement
4. Legal basis
5. Data on the public procurement procedure
6. Participation

Data on the subject of procurement

7. Description of the subject of procurement
8. Place of provision of services
9. Term of performance of services
10. Submission of alternative offers
11. Lots
12. Subcontracting
13. Payment

Qualification requirements

14. Requirements for qualification in terms of personal capacity and evidence required
15. Other conditions for qualification for the purpose of proving the ability of the bidder
16. Delivery of supporting documents
17. Delivery clarified

Offer information

18. Content and method of preparation of the offer
19. Method of submission of request for participation / offer
20. Form for the price of the offer
21. Method of determining the price of the offer
22. Currency of offer
23. Criteria for contract award
24. Language and letter of offer

Other provisions

25. Place, date and time of receipt of the request for participation
26. Place, date and time of opening the request for participation
27. Notification of qualification results
28. Conclusion of the contract

More information

29. Bid costs and delivery of documents
30. Payment of service
31. Confidentiality of business entity data
32. Modification, addition or withdrawal of the request for participation / offer

Annexes

GENERAL INFORMATION

1. Data on the contracting authority

Contracting authority: Secretariat of the Disaster Preparedness and Prevention Initiative - DPPI

Address: Branilaca Sarajeva 34, Sarajevo, Bosnia and Herzegovina

IDB/JIB: RCC

Phone/fax: +387 33 218 558

Internet address: <https://www.dppi.info/>

E-mail: secretariat@dppi.info

2. Information about the person responsible for contact

Contact person: Irfan Agić

Phone: +387 66 588 803

Email: irfan.agic@dppi.info;

3 Number of procurement

Procurement number: 2-4-1/2024

4. Legal basis

a) Regulation of the European Commission (718/2007, 80/2010) – Article 121: Rules for awarding contracts: "For the award of service, supply and work contracts, the procurement procedures shall follow the provisions of Chapter 3 of Part 2, Title IV of Regulation (EC, Euratom) No 1605/2002 and Chapter 3 of Part 2, Title III of Regulation (EC, Euratom) No 2342/2002, as well as Commission Decision C(2007) 2034 on the rules and procedures applicable to service, supply and work contracts financed by the general budget of the European Communities for the purposes of cooperation with third countries, with the exclusion of Section II.8.2."

b) Public procurement rule of the European Union - Practical guide on contract procedures for European Union external action (PRAG)

5. Data on the public procurement procedure

- Type of public procurement procedure: Procurement of services, Technical assistance, Procedure with one bidder;
- Estimated value of the public procurement (including VAT): ten thousand (10,000.00) Euros;
- Type of contract on public procurement: Contract on the provision of external audit services;
- The estimated amount is all inclusive and includes taxes, the costs of creating and submitting documents, travel costs, accommodation costs, per diems and all other costs.

6. Participation

Participation in this public call procedure is open to business entities of member countries of the Disaster Preparedness and Prevention Initiative for South East Europe (further in the text DPPI), as well as from other business entities of European Union member states.

DATA ON THE SUBJECT OF PROCUREMENT

7. Description of the subject of procurement

The bidder is expected to review the internal Financial Management Rules of DPPI and the financial documentation of the Secretariat for 2023 and determine the legality and correctness of all financial operations in 2023 by providing a detailed report. With the report the bidder will also draft recommendations for improvement of financial management operations to DPPI.

8. Place of provision of services

The place where the services will be provided is Sarajevo, Bosnia and Herzegovina at the office of DPPI Secretariat: Branilaca Sarajeva 34, 71000 Sarajevo.

9. Term of performance of services

The contract resulting from this call for bids will define the deadline for the performance of services no later than fifteen (15) days from the date of its signature by the last contracting party.

10. Submission of alternative offers

Suppliers are not permitted to submit alternative bids.

11. Lots

Division into lots is not applicable to this public call.

12. Subcontracting

Suppliers are not allowed to subcontract. The supplier to whom the contract is awarded bears full responsibility for the implementation of the contract.

13. Payment

Payment will be made in accordance with the Financial Management Rules of DPPI, with a maximum of 40% of the contracted amount paid in advance. The rest of the amount will be upon submitting the final audit report. Before sending the final report the contractor will send a draft report to DPPI Secretariat.

QUALIFICATION REQUIREMENTS

14. Requirements for the meaning of personal capacity and evidence required

The bidder must fulfill the conditions that there are no obstacles for his participation according to the following:

- a. That he has not been convicted in criminal proceedings by a final judgment;
- b. That he was not the subject of an investigation for criminal acts of organized crime, corruption, fraud or money laundering, in accordance with the applicable regulations of the European Union or the DPPI member country in which he is registered;
- c. That it is not under bankruptcy or subject to bankruptcy proceedings;

d. That he has fulfilled his obligations regarding the payment of pension and disability insurance and health insurance, in accordance with the applicable regulations of the European Union or the DPPI member country in which he is registered;

e. That he has fulfilled his obligations regarding the payment of direct and indirect taxes, in accordance with the applicable regulations in the European Union or the DPPI member country in which he is registered.

The candidate/bidder who will be awarded the contract is obliged to submit certified statements or other available documents (certificates from competent institutions) which will confirm that the cases specified in paragraph (1).

15. Ability to perform professional activities

Along with the request for participation, the bidder should submit proof of registration in the relevant professional or other registers of the country in which he is registered, or provide a special statement or certificate from the competent authority proving his right to perform professional activity, which is related to the subject of the procurement.

The bidder is obliged to submit the following evidence:

- A current extract from the court register or an equivalent document from which it is evident that he has the right to engage in the activity that is the subject of the requested service not older than three months (original or certified photocopy) and shall be submitted with the application for participation.

16. Delivery of supporting documents

The documents that are requested as evidence of the ability of the bidder according to this public call can be submitted in the original or a copy of the original certified by the competent authority. In case of serious doubt as to the authenticity or legibility of the copy, the Contracting Authority (DPPI) may require the original documents to be submitted.

All documents indicated in item 14.-16. should not be older than three (3) months on the day of their submission as part of the application process.

17. Submission of Clarifications

The contracting authority (DPPI Secretariat) may ask the bidder to clarify the documents he has submitted in writing, without changing the essence of his request, within the time limit set by the contracting authority.

INFORMATION ABOUT THE OFFER

18. Content and method of preparation of the offer

The offer together with the associated documentation is prepared in English with the possibility of submitting an unofficial, working text of the document in one of the official languages of Bosnia and Herzegovina, in Latin or Cyrillic script. When preparing the offer, the bidder must comply with the requirements and conditions from the documentation. The bidder may not change or supplement the text of the documentation.

19. Method of submission of request for participation/offer

The request for participation, as well as the offer, should be submitted to the address:

Disaster Preparedness and Prevention Initiative Secretariat – DPPI, Branilaca Sarajeva 34,
71000 Sarajevo, Bosnia and Herzegovina

The bidder will submit 1 (one) original offer and 1 (one) copy on which he will clearly write: "ORIGINAL OFFER" and "COPY OF OFFER". The request for participation, the offer and its copy with a stamp or signature should be sealed in one opaque envelope with the bidder's name and address on the back of the envelope, on which the following words will be written, depending on the stage of the procedure: "Request for participation in the procurement procedure / Offer for external audit services - DO NOT OPEN".

In case of differences between the original and the copy of the offer, the original offer is authentic.

The offer is tightly bound so that subsequent removal or insertion of sheets is impossible. Parts of the offer, such as samples, catalogs, data storage media, etc., which cannot be bound, are marked by the bidder with a name and listed in the content of the offer as part of the offer.

The pages of the offer are marked with a number so that the serial number of the page is visible. The guarantee as part of the offer is not numbered. If it contains printed literature, brochures, catalogs that have originally numbered numbers, then those parts of the offer are not additionally numbered.

The offer will not be rejected if the offer sheets are numbered in such a way that the continuity of the numbering is ensured, and will be considered a minor deviation that does not change or depart significantly from the characteristics, conditions and other requirements established in the procurement notice and public call documentation.

The offer, regardless of the delivery method, must be received by the Contracting Authority, at the address specified in the public call documentation, by the date and time specified in the procurement notice and public call documentation. Any bids received after that time are untimely and, as such, will be returned to the bidder unopened.

20. Form for the price of the offer

The bid price form is provided as an Annex to this document. Instructions on the method and preparation of public call documentation models are prepared in accordance with the requirements of the public call documentation and form an integral part of the public call documentation.

The bidder is obliged to submit a completed Form for the price of the bid in accordance with all the requirements that are defined, for all items contained in the Form.

21. Method of determining the price of the offer

The bid price includes all items from the bid price form. The price of the offer is written in numbers and letters. The offer price is unchanged.

22. Currency of offer

The price of the offer is expressed in euros (EUR).

23. Criteria for contract award

The criterion for awarding the contract is the lowest price - in case the criterion is the lowest price, it should be clearly stated what the lowest price means. Here it is very important to indicate for the goods that the lowest price includes all dependent costs (transportation, accommodation, food, per diems). VAT is shown separately, which is included in the single price of the offer.

24. Language and letter of offer and contact

The offer is submitted in English. Contract will be in English.

OTHER PROVISIONS

25. Place, date and time for receiving requests for participation

Requests for participation are submitted in the manner defined in this public call documentation, namely:

Contracting authority: Disaster Preparedness and Prevention Initiative Secretariat – DPPI Secretariat

Street and number: Branilaca sarajeva 34, Sarajevo, 71000 Bosnia and Herzegovina

Time until requests are received: until Monday 08.05.2024. in the period 10:00-12:00 hours.

Requests received after the deadline for receipt are returned unopened to the bidder. The bidder who submits the request by mail assumes the risk if the bids do not arrive by the deadline set by the public call documentation.

26. Place, date and time of opening the request for participation

Contracting authority: Disaster Preparedness and Prevention Initiative Secretariat – DPPI Secretariat

Street and number: Branilaca Sarajeva 34, Sarajevo, 71000 Bosnia and Herzegovina

Date: 08.05.2024. at 13:00

Public opening of bids is not allowed.

27. Notification of qualification results

The bidder will be informed immediately about the decisions regarding the results of the qualifications, and in any case within 7 (seven) days from the date of the decision.

28. Conclusion of the contract

The contracting authority concludes the contract with the bidder whose bid was selected as the most favorable within 7 (seven) days from the opening and verification of the received bids if no official complaints are submitted. Deadline for submission of complaints is 7 (seven) days after receiving the information on the results from the bid.

MORE INFORMATION

29. Cost of the offer and collection of documentation

The cost of preparing the bid and submitting the bid as a whole is borne by the bidder. Documentation - the request for an offer will be submitted via e-mail.

30. Payment of service

Payment for the service will be made after signing the contract, within 15 days, based on the correctly delivered original invoice.

31. Confidentiality of documentation of business entities

An offer who submits an offer containing certain confidential data must, in addition to stating the confidential data, also state the legal basis on which the data is considered confidential. Data that cannot under any circumstances be considered confidential are:

- a. total and individual prices stated in the offer,
- b. the subject of the service and the assessment that the offer is in accordance with the requirements from the technical specification,
- c. evidence of the bidder's personal situation.

32. Modification, amendment and withdrawal of requests for participation / offers

Until the end of the deadline for receiving requests for participation and offers, the bidder can change or supplement his request and offer.

Note:

Disaster Preparedness and Prevention Initiative Secretariat - DPPI Secretariat can, before signing the contract, either abandon the procurement or cancel the award procedure, without bidders having the right to compensation.

Bidders are expected to carefully examine and follow all instructions and standard formats contained in these specifications and the invitation to bid. An offer that does not contain all the required data and documentation may be rejected.

Head of DPPI Secretariat

Rade Rajkovchevski

ANNEXES:

The following annexes are an integral part of the public call documentation:

ANNEX 1: OFFER FORM

ANNEX 2: STATEMENT OF THE OFFER

ANNEX 3: STATEMENT OF FULFILLMENT OF REQUIREMENTS

ANNEX 4: STATEMENT OF COMPLIANCE WITH PUBLIC PROCUREMENT
REGULATIONS

ANNEX 5: FORM FOR THE PRICE OF THE OFFER

OFFER FORM

Procurement number:.....

CONTRACTING AUTHORITY
Disaster Preparedness and Prevention Initiative - DPPI

BIDDER ID number _____

Bidder's address _____

If the offer is submitted by a group of bidders, the same information is entered for all members of the group of bidders, as when the offer is submitted by only one bidder, and next to the name of the bidder who is a representative of the group of bidders, the information that he is a representative of the group of bidders is also entered.

CONTACT PERSON (for specific offer)

Name and surname	
Address	
Telephone	
Telefax	
Email	

BIDDER'S STATEMENT

The bidder's statement is completed by a representative of the bidder group.

In the public procurement procedure, which you initiated, we submit an offer and declare the following:

1. In accordance with the content and requirements of public call documentation no. (procurement number provided by the Contracting Authority), with this statement we accept its provisions in full, without any reservations or limitations.
2. With this offer, we respond to the requirements from the public call documentation for the provision of the service, in accordance with the conditions established by the public call documentation, criteria and established deadlines, without any reservations or restrictions.

3. The price of our offer (without VAT) is _____ EUR.
VAT on the offer price is _____ EUR.

The total price for the contract is _____ EUR.

Attached is the form for the price of our offer, which has been filled out in accordance with the requirements of the public call documentation. In case of differences in the prices from this Statement and the Quotation Form, the price from the Quotation Form is relevant.

4. Our company is:

- a. based in the European Union/ a member country of the DPPI disaster preparedness and prevention initiative and at least 50% of the workforce for contract execution are residents;
- b. Our offer does not enjoy the preferential treatment of the domestic.

Note: If the bidder does not circle any of the offered options, his bid will be treated without applying preferential treatment

5. This offer is valid for 15 days, counting from the date of expiry of the deadline for receiving the offer. In the attachment of the offer, we submit evidence of eligibility, in terms of personal ability and technical and professional ability, which are required by the public call documentation and within the deadline, which we confirm with the statements in this offer.

Name and surname of the person who is authorized to represent the bidder:

Signature of the authorized person:

Place and date:

Company seal:

The following documentation was submitted with the offer:

[List of submitted documents, statements and forms with their names]

STATEMENT OF FULFILLMENT OF REQUIREMENTS

I, the undersigned (name and surname), with identity card number: _____ issued by _____, in the capacity of representative of _____ (specify position, name of company or trade or related activity), ID number _____: whose seat is located in (country, city/ municipality), at the address (street and number), as a bidder in the public procurement procedure - External audit of financial operations for 2022, which is carried out by the Contracting Authority - Disaster Preparedness and Prevention Initiative - DPPI, under full material and criminal liability,

I DECLARE

The bidder in the mentioned procedure, whom I represent, is not:

- a. Convicted by a final court verdict in criminal proceedings for criminal acts of organized crime, corruption, fraud or money laundering in accordance with the relevant regulations in Bosnia and Herzegovina or the country of registration;
- b. Under bankruptcy or is the subject of bankruptcy proceedings or is the subject of liquidation proceedings;
- c. Failed to fulfill obligations related to the payment of pension and disability insurance and health insurance in accordance with the applicable regulations in Bosnia and Herzegovina or in the country in which it is registered;
- d. Failed to fulfill obligations related to the payment of direct and indirect taxes in accordance with the applicable regulations in Bosnia and Herzegovina or the country in which it is registered.

I further declare that I am aware that the forgery of an official document, i.e. the use of an untrue official or business document, book or file in service or business as if they were true, is a criminal offense provided for in the Criminal Laws of DPPI member countries as well as in the criminal laws of the European Union.

I also declare that I am aware that the Contracting Authority, which carries out the aforementioned public procurement procedure in accordance with existing regulations, in case of doubt as to the accuracy of the data provided through this statement, reserves the right to check the accuracy of the information presented with the competent authorities.

Statement made by:

Place and date of declaration:

Signature and seal of the competent authority:

**WRITTEN STATEMENT
ON COMPLIANCE WITH PUBLIC PROCUREMENT REGULATIONS**

I, the undersigned (First and last name), with ID number:

_____ issued by _____, in the capacity of representative (Indicate the position, name of the company or trade or related activity), ID number: _____, whose seat is located in (country, city/municipality), at the address (street and number), as a bidder in the procedure public procurement (Indicate the exact name and type of public procurement procedure), which is carried out by the Contracting Authority - Disaster Preparedness and Prevention Initiative DPPI, and in accordance with the provisions of the regulations on public procurement under full material and criminal responsibility,

I DECLARE

1. I did not offer a bribe to any person involved in the public procurement process, at any stage of the public procurement process.
2. I did not give or promise a gift or any other privilege to an official or responsible person in the contracting body, including a foreign official or international official, in order to perform, within the scope of official authority, actions that he should not perform, or refrain from performing actions to be performed by him, or someone who mediates such bribery of an official or responsible person.
3. I did not give or promise a gift or any other privilege to an official or responsible person in the contracting authority, including a foreign official or international official, in order to perform within the scope of his official authority actions that he should perform, or refrain from performing actions, which should not be performed.
4. I was not involved in any activities aimed at corruption in public procurement.
5. I did not participate in any action aimed at corruption during the subject of the public procurement procedure.

By making this statement, I am aware of the criminal liability provided for criminal offenses of accepting and giving bribes and criminal offenses against official and other responsibility and duties established in the laws of DPPI member countries and European Union countries.

Statement made by:

Place and date of declaration:

Signature and seal of the competent authority:

FORM FOR THE PRICE OF THE OFFER

Name of bidder:

Offer number:

Providing a service - performing an external audit of the financial operations of the Disaster Preparedness and Prevention Initiative - DPPI

Ordinary No.	Description	Total price in EUR without VAT	Total price in EUR with VAT
1.	Performing an external audit of the financial operations of the Disaster Preparedness and Prevention Initiative - DPPI		
All together			

Bidder's signature:

NOTE:

- Prices must be expressed in EUR.
- The price includes all related taxes and other costs.
- Payment will be made once after the service has been performed.
- Payment can be made with an advance payment of max. 40% of the agreed price if it is determined by the contract.