



ANNOUNCEMENT

Audit Services

Introduction

The contracting authority is the Southeast European Law Enforcement Center (SELEC), a law enforcement international organization located in Bucharest/Romania, 13 September Avenue, No. 1-5, Palace of Parliament, 10th Floor, Phone: +40.21.303 6009, Fax: +40.21.303 607, www.selec.org.

Southeast European Law Enforcement Center, as Beneficiary, is launching a three offers method procedure, in accordance with its Financial Rules and Regulations, in order to contract audit services for financial and accounting records and any documents or records relating to project *F.A.I.T – Fight against illegal trade, project financed by PMI IMPACT*.

This procedure is part of the implementation of the project *F.A.I.T – Fight against illegal trade, project financed by PMI IMPACT* – a global grant initiative by Philip Morris International to support projects dedicated to fighting illegal trade and related crimes.

For the above-mentioned services the minimum requirements are provided in the *Guidelines for the engagement of Certified Auditor under PMI IMPACT*, attached herewith.

The selection procedure will be done on the general principles of effective competition, the interests of SELEC, technical compatibility and best price, fairness, integrity and transparency.

The budget for the audit services is **4,480 \$** (without VAT)¹.

Besides the criteria established by the *Guidelines for the engagement of Certified Auditor under PMI IMPACT*, the auditor/auditors assigned by the awarded tenderer should fulfill the following eligibility criteria:

1. Have a good command of English language;
2. Not have a criminal record;
3. Not have any criminal procedure initiated against him/her;
4. Not be a close relative by blood, marriage or cohabitee with any of the members of the SELEC Management.
5. Have minimum five (5) years professional experience in the field;

Evaluation criteria: Technical compatibility and best price.

Please note that incomplete applications, applications received after the deadline and/or applications in other language than English shall not be taken into consideration.

Specifications

The Service Provider has to declare that it doesn't have responsibilities involving giving advice or regulation or decision-making in connection with the business and affairs of PMI and its Affiliates.

¹ Please be informed that SELEC is VAT exempted on the territory of Romania.

The services are required throughout the period of 5 working days for a time frame that will be clearly determined in the contract.

The auditor/ Service Provider shall report to the Beneficiary only.

No costs in relation to this acquisition procedure shall be incurred to SELEC.

Documents to be submitted by e-mail:

- Written offer, in English, providing a brief description on how the auditors will approach and conduct the work, as well the financial offer for these services. The offer shall be dated, signed and stamped.
- Detailed CV in English of the auditor/auditors that will be assigned to this project, as well as their valid auditor certificate;
- Certificate of registration of the Service Provider;
- Portfolio;
- Declaration (as mentioned above at "Specifications") - dated, signed and stamped.

Important note for e-mail submissions:

Please mention in the subject line "audit services".

Our system will not accept e-mails that have more than 10 MB. If required, segregate your e-mails to accommodate e-mail data restrictions. For segregated e-mails please use sequence of emails like E-mail 1, E-mail 2, etc in the subject line.

For attachment purposes please only use MS Word, Excel, Power Point, jpeg and PDF formats.

Miscellaneous:

All applicants shall be announced in due time about the outcome of the selection.

All the information collected in relation to this acquisition shall only be used for this purpose and treated confidential.

Deadline: please submit your applications, in English, by e-mail, to secretariat@selec.org until **11th of March 2019** (COB).

Should you require any further information, please contact SELEC at telephone no. +40.21.303.6009, or by e-mail at the following address: secretariat@selec.org.