



Request For Quotation (RFQ) for the Service of Annual Audit -21326

1 ABOUT HORAN FOUNDATION

Horan Foundation at a glance

The following is a brief of HORAN Foundation work as you may find more on the website and Facebook page:

The sectors where we work are: 1- Food security & livelihoods. 2- Education. 3- Protection. 4- Shelter & Noon-food items. 5- Health. 6- WASH

The areas we cover are: in Syria (Idelb gov, Aleppo gov)

And the following is a summary of our work in the 2016 and 2017 Humanitarian response in the aspect of Syrian crisis:

HF implemented more than 75 projects distributed on the Humanitarian sectors in which we tried to covered different gaps in different communities in Syria and Turkey. We reached till 2019 more than 70,000 beneficiaries, in 129 different communities within a variety of sub-districts we reached with WASH, NFI, Shelter, Health, FSL, and protection services.

who are we?

Horan Foundation previously known as (Ahl Horan Association) was established in May 2012, and was registered in Switzerland and Turkey (Istanbul and Gaziantep) with main office in Turkey (Gaziantep). Currently the organization's operational offices are based in Syria (Afrin, Dana, Dare tazza, Termanin and Idleb). We are also a member of OCHA, and Humanitarian sectors in Turkey. For more information on Horan and its operations please visit www.horan.ngo.

2 TIMELINES

Line	Item	Date, year, time, and time-zone
1	RFQ publishing	22 th June 2021
2	Closing date and time for receipt of quotations	29 th June 2021
3	Contract award forecast	09 th July 2021

3 SUPPLY REQUIREMENT

Horan foundation invites prospective suppliers to submit their quotation for the annual audit 2020.

The External Annual Audit & Independent Auditors report of HORAN Auditor shall undertake this engagement in accordance to the Terms of Reference in SELECTION CRITERIA 21326.

4 TERMS OF BIDDING

Horan foundation, acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate to provide the Annual Audit & Independent Auditors report of HORAN

This competition is being conducted under HORAN's Multiple Quote Request procedure. The Contracting Authority for this procurement is HORAN.

Any queries about this RFQ should be addressed in writing to HORAN via email on procurement@horan.ngo, email subjects should contain the reference "21326, Annual Audit".

5 CONDITIONS OF QUOTATION SUBMISSION

- Quotations must be completed in English.
 - Bidders must respond to all requirements set out in this RFQ and complete their offer in the format provided in Section 8.
 - In the event of a contract being awarded to a bidder that has knowingly withheld relevant information or otherwise misled HORAN in the evaluation process in any way, then that contract will be rendered null and void
 - Any conflicts of interest involving a tenderer must be fully disclosed to HORAN particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer
 - HORAN is not bound to accept the lowest, or any bid submitted and can terminate this competition at any stage.
 - Information supplied by respondents will be treated as contractually binding.
 - Unsuccessful bidders will be notified.
 - HORAN's standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order.
 - This document is not construed in any way as an offer to contract.
 - HORAN and all contracted suppliers and their subcontractors, associates or partners must comply in all procurement and other activities in strict accordance with donor requirements and the highest ethical standards.
 - The auditor must be licensed in Turkey and its license includes external audit work for Turkish bodies and organizations.
 - The auditor must have an audit certificate recognized by their country or the International Certificate of Auditing (ICA).
 - In case the bidder plans to engage a sub-contractor in order to complete the terms of reference of the Services, the bidder is required to submit all the technical and financial documents of the proposed sub-contractor.
- Submission of Quotations
- Quotes must be delivered in one of the following ways:

Email to e.tender@horan.ngo and in the subject field state:

1. "21326, Annual Audit 2020 "
2. Name of your company

REQUEST FOR OFFER: 21326

3. Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.

If submitting by e-mail, please note that all documents attached to emails must either be in PDF format, or scans of hard copy documents. No excel, word or other 'soft copy' documents will be accepted and bids submitted using soft copy documents may be rejected.

In a sealed envelope to one of the following address:

HORAN Organization,

**1- İncilipınar mah.Nail Bilen Cad.Uğur Plaza Avm no 67 Şehitkamil Gaziantep
Gaziantep**

2- Başakşehir Mah. Gazi Mustafa Kemal Bulvarı Sarıkamış caddesi No:1

3istanbul (Grand rezidans) Blok R daire 27 - Başakşehir / İstanbul

Your proposal, in original, should be sealed in an envelope addressed as follows:

Request for Offer for HORAN

HORAN Reference "21326, Annual Audit 2020"

6 SUBMISSION CHECKLIST

Line	Item	Tick attached
1	This document, with section 8 filled in and signed	
2	Financial offer in bidder's own format, conforming to the guidelines for submission in Appendix 1.	
3	Appendix 2 - Declaration of Personal and Legal Circumstances, signed	
4	Appendix 3 - Standard HORAN Terms and Conditions, signed	
5	3 Client References	
6	Company Registration document	
7	Most recent Tax Clearance Certificate, letter of No Tax Debt, receipt of payment of taxes or similar from the country of registration. If the bidder is not eligible for tax, please include a letter to explain why.	

7 EVALUATION PROCESS, ESSENTIAL & AWARD CRITERIA

The first phase of evaluation of the responses will determine whether the tender meets the essential criteria. These are:

ESSENTIAL CRITERIA

- Bid submission by the deadline.
- Submission of all supporting documents as outlined above in section 8. Language of submission must be English.
- All costs must be quoted in USD or TRY.

REQUEST FOR OFFER: 21326

- The Auditor has to be a member of which in turn is a member of the International Federation of Accountants (IFAC). The Auditor commits himself to undertake this engagement in accordance with applicable IFAC standards and ethics.
- The Auditor has to be able to start the second week of July 2021.

The second stage of the evaluation will involve an assessment of the bidders' personal and legal circumstances, economic and financial standing, and technical capacity to fulfil the obligations of the Request for Quotation.

Each proposal that conforms to all of the above will then be evaluated according to the following Award Criteria. Any bids that do not conform to all of the above will be rejected at this stage.

AWARD CRITERIA

Bidders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.

1. Price 40%
2. Timescale 10%
3. Previous experience & capacity 50%
4. Specification/quality & compliance with international norms

Marks for price will be awarded on the inverse proportion principle:

$$\text{Score}^{\text{vendor}} = \text{maximum score} \times (\text{price}^{\text{min}} / \text{price}^{\text{vendor}})$$

8 COMPANY INFORMATION – THESE SECTIONS MUST BE COMPLETED

Name		
Company Name		
Address		
Registration Number		
Telephone		
E-mail address		
Website address		
Year Established		
Legal Form. Tick the relevant box	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture	<input type="checkbox"/> Other (specify):
VAT Number		
Directors names and titles		
Please state name of any other persons/Foundation (except tenderer) who will benefit from this contract.		
Parent company		
Ownership		
Do you have associated companies? Tick relevant box. If YES – provide details for each company by submitting additional tables in this format.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Provide details of contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates)		
Provide details of any applicable Quality Assurance certificates or qualifications your company or employees have:		
A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table:		
Year	Offered Services Turnover USD	Overall Turnover USD
2020		
2019		
2018		

Please include at least 3 (Three) references who may be contacted on a confidential basis to verify satisfactory execution of contracts:

Reference 1

Name	
Organisation	
Address	
Phone	
Fax	
Email	
Nature of supply	
Approximate value of contract	

Reference 2

Name	
Organisation	
Address	
Phone	
Fax	
Email	
Nature of supply	
Approximate value of contract	

Reference 3

Name	
Organisation	
Address	
Phone	
Fax	
Email	
Nature of supply	
Approximate value of contract	

By submitting an offer under this request for quotation, Annual Audit -21326, the bidder hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform HORAN of any changes in status of these matters

The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.

The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.

Neither the bidder, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct in the course of their business.

The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Turkey or any other state or country in which the tenderer is located or doing business.

Neither the bidder, a Director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal Foundation; nor of serious misrepresentation in providing information to a public buying agency

The bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

Signed:

Print
name:

Position:

Company
Name:

Date:

Address:

Appendix 1: Terms of Reference "TOR"

Table of Contents

1. Terms of reference
 - 1.1 Responsibilities of the Parties to the Engagement
 - 1.2 Subject of the Engagement
 - 1.3 Reason for the Engagement
 - 1.4 Engagement Type and Objective
 - 1.5 Scope of Work
 - 1.6 Reporting

1. Terms of reference

1.1 Responsibilities of the Parties to the Engagement

It should be noted that the primary client/auditor relationship is between Horan foundation and the auditor.

1.2 Subject of the Engagement

The subject of this engagement is the Independent Auditors Report on expenditure in connection with the HORAN 's grants with all programme activities for approximately \$ 3,000,000 USD for a fiscal year starting from 01/01/2020 and ends on 31/12/2020.

The information, both financial and non-financial, which is subject to verification by the Auditor, is all information which makes it possible to

- provide an audit opinion on the financial statements.
- Review the internal control procedures maintained and report on any deficiencies identified.

1.3 Reason for the Engagement

Preparing independently annual audit report for 2020 and submit to various stakeholders, including Partners, and donors, and others.

1.4 Engagement Type and Objective

This constitutes an engagement to perform an annual expenditures audit of HORAN 's grants for approximately \$ 3,000,000 USD which started on the 01/01/2020 and ends on 31/12/2020.

REQUEST FOR OFFER: 21326

The objective of this audit is to provide an audit Report to members board of Horan foundation.

The Auditor is to audit the expenditures in accordance with Horan foundation Policies and procedures, relevant legal and regulatory requirements and International Standards on Auditing.

1.5 Scope of Work

1.5.1 The Auditor shall undertake this engagement in accordance with these ToR and in:

- Compliance with the *Code of Ethics for Professional Accountants* issued by the IFAC.

1.5.2 Planning, procedures, documentation, and evidence

The Auditor should plan their work so that audit can be performed in a timely manner to obtain all the information and explanations which they deem considered necessary in order to provide them with sufficient evidence in order to issue their report.

The audit of the financial statements together with the management letter should be completed by **31st AUG 2021.**

1.6 Reporting

The auditor should provide the members of Horan foundation and its auditors with an audit report on HORAN annual expenditure report for 2020 who approximately 3.000,000 USD from 01/Jan /2020 to 31/Dec/2020.

It should also be noted that the primary client/Auditor relationship is between HORAN and the Auditor.

The Auditor should report to HORAN's members of their opinion as to whether the expenditure give a true and fair view, in accordance with the policies and procedures, Generally Accepted Accounting Practice, and are properly prepared in accordance with applicable law. They should also report whether the auditor's opinion proper books of account. In addition, they should state whether they have obtained all the information and explanations necessary for the purposes of their audit and whether HORAN's balance sheet is in agreement with the books of account.

Bid validity:

I confirm that the above costs are an accurate reflection of the costs that will be charged to HORAN according to the information provided in this request for quotation.

Signed:

Print
name:

Position:

Company
Name:

Date:

Address:

APPENDIX 2: DECLARATION OF PERSONAL AND LEGAL OBLIGATIONS

To be completed by all bidders.

To: Horan Foundation

We, _____ (*Bidder's name*)

Confirm that.

- a. We are fully compliant with the minimum terms and conditions of the Employment Law and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations in the countries of registration and operations (list relevant countries).

AND

- b. We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards and will apply any standards stated in this quotation and any subsequent contract with HORAN.

AND

- c. Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), HORAN is firmly committed to the international fight against terrorism, and, against the financing of terrorism. It is the policy of HORAN to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, we undertake to use reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism.

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my Foundation being excluded from participation in future bids.

Signed: (Director) _____

Date: _____

Print Name: _____

Company Name: _____

Address: _____