

Request for Proposals

1. Introduction

NALAS is a network of associations of local authorities of South Eastern Europe. It brings together 14 Associations which represent roughly 4000 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 2011 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, in total amount of 15.088.500,00 Macedonian Denars, for the year 2011;
 - Institutional Development "Network of Association of Local Authorities of South-East Europe" (NALAS), funded by GTZ, in total amount of 90.000,00 Euros, for the year 2011 ;
- 2) Financial contracts:
 - "Think Globally, Develop Locally", funded by UNDP, in total amount of 83.400 US Dollars, for the year 2011;
- 3) NEXPO activities (NALAS international local government fair), in total amount of 86.000,00 Euros, for the year 2011
- 4) Several small contracts in total amount of 1400 euro.

Please take into consideration that the opening balance for year 2011 is 142.600,00 Euros and not all of the available fund in 2011 will be spent until the end of the year. The estimated amount of the costs for the year 2011 is about 450.000 euro.

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

3. Delivery

The Audit should be conducted during the period 1 February-28 February 2012 and the Final Audit Report should be submitted by 10 March 2012

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 Wednesday, 28 December 2011. The envelopes should not be branded with your company name. Please deliver your offers to: NALAS, Partizanski Odredi 42/7, Skopje 1000, Macedonia.

5. Acceptance

The lowest priced offer that meets terms of references will be selected. Please note that NALAS has the right to decide not to choose any offer.

Yours sincerely,



Kelmend Zajazi
NALAS Executive Director