



29 March 2017  
Danilovgrad, Montenegro

Our ref.: ReSPA/CORE/SER/001-17

Dear Sirs,

**SUBJECT: INVITATION TO THE TENDER FOR ReSPA ANNUAL INDEPENDENT AUDIT**

The Regional School of Public administration (ReSPA) is the inter-governmental international organization for enhancing regional cooperation, promoting shared learning and supporting the development of public administration in the Western Balkans. ReSPA member are Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia, while Kosovo\*<sup>1</sup> is a beneficiary and observer. ReSPA's purpose is to help governments in the region develop better public administration, public services and overall governance systems for their citizens and businesses, and prepare them for membership in the European Union (EU). Since its inception, ReSPA has contributed to the development of human resources and administrative capacities through training programmes and innovative cooperation mechanism such as exchange of good practices, peer reviews and development of know-how. More information for reference on ReSPA and its activities may be found on the ReSPA Website <http://www.respaweb.eu>.

ReSPA is exempt from all taxes and dues, including value added tax, pursuant to the provisions of the International Agreement on Establishment of the Regional School of Public Administration (ReSPA) and the Host Country Agreement between ReSPA and the Government of Montenegro.

ReSPA intends to conclude with the selected tenderer a service contract. The Audit shall be carried out in accordance with the International Standards of Auditing (ISA), and in compliance with the Article 15(1)(m) of the International Agreement of ReSPA Establishment. The Independent Auditor should carry out an audit of the annual financial statements of ReSPA, pursuant to article 36 of ReSPA Financial Regulations, for the period 01.01.2016 to 31.12.2016 and expenditure verification of ReSPA Core Budget for the same period. The independent auditor should audit report and certified accounts, together with a statement of assurance relating to the reliability of the accounts

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<sup>1</sup> This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence



and the legality and regularity of the underlying transactions. This is an invitation to tender for the above-mentioned service contract.

**Submission of offers**

Time Table

ACTION	DATE	TIME/PLACE
Deadline for request for any clarifications from the Contracting Authority	6 April 2017	10:00 a.m.
Deadline for submission of proposals	13 April 2017	10:00 a.m.
Completion date for evaluation of proposals	20 April 2017	
Notification of award to the selected applicants	25 April 2017	
Contract signature	May 2017	
Institutional Audit performance	15 May 2017	
Submission of the final Independent Auditor's Report.	31 May 2017	

Any tender received after this deadline will not be considered.

Tenders must be submitted exclusively to the Contracting Authority:

- by recorded delivery (official postal service or hand delivery) to:  
Contact person: Ms. Natasa Kuc  
Regional School of Public Administration- ReSPA  
Branelovica bb, 81410 Danilovgrad - Montenegro  
(Monday – Friday from 9:00 -17:00)

Offers submitted by any other means will not be considered.

Yours sincerely,



Vlatko Naumovski  
ReSPA Operations Manager