**ANNEX 2 – Proposal Submission Form**

**GENERAL INFORMATION**

**Legal name of the Company:**

**Legal address:**

**Year of registration:**

**Company’s Authorized Representative:** Name: Title:

Email:

**No. of full-time employees:**

**Contact person for clarifications:** Name: Title:

Phone number: Email:

**Please attach the following documents:**

* Certificate of Incorporation/ Business Registration
* Financial Identification (Certificate of your bank details and bank account).
* Declaration of compliance with GDPR.
* Quality Certifications (e.g., ISO etc.) and/or other similar certificates, accreditations, awards if relevant.

**TECHNICAL PROPOSAL**

**1. Expertise and capability of the company** (add text after each paragraph)

*1.1 Brief description of the organization, including overall capabilities of the firm.*

*1.2 General organizational capabilities.*

*1.3 Relevance of specialized knowledge and experience on similar projects.*

*1.4 Quality Assurance Procedures, Risk and Mitigation Measures.*

*1.5 Two References.*

**2. Proposed work plan and approach (analysis, methodology)** (add text after each paragraph)

*2.1 Description of the approach, methodology, and timeline to achieve the Terms of Reference (TOR) of the audits.*

*2.2 Information security policies and practices including data protection.*

*2.3 Explanation of firm’s understandings of JRS environment needs (audit, accounting, and advisory).*

*2.4 Risk assessment methodology.*

*2.5 Reporting approach – interim reports, final reports, management reports, languages.*

**3. Qualifications and competence of key personnel proposed for the assignment**

*3.1 Organization of team – composition of team proposed and related tasks.*

*3.2 Qualifications of the proposed team.*

**FINANCIAL PROPOSAL**

Please use the following template as an indication of the cost details to be provided:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Audit of JRS Financial Statements – Year 1** | | | | |
| **Key Personnel** | **Nr. of Staff** | **Nr. of Hours** | **Hourly Rate** | **Fees** |
| Audit Partner |  |  |  |  |
| Audit Manager |  |  |  |  |
| Audit Senior |  |  |  |  |
| Audit Team |  |  |  |  |
| ---- |  |  |  |  |
| Reimbursable Expenses |  |  |  |  |
| Non-Profit Discount |  |  |  |  |
| **TOTAL** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Audit of JRS Financial Statements – Year 2** | | | | |
| **Key Personnel** | **Nr. of Staff** | **Nr. of Hours** | **Hourly Rate** | **Fees** |
| Audit Partner |  |  |  |  |
| Audit Manager |  |  |  |  |
| Audit Senior |  |  |  |  |
| Audit Team |  |  |  |  |
| ---- |  |  |  |  |
| Reimbursable Expenses |  |  |  |  |
| Non-Profit Discount |  |  |  |  |
| **TOTAL** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Audit of JRS Financial Statements – Year 3** | | | | |
| **Key Personnel** | **Nr. of Staff** | **Nr. of Hours** | **Hourly Rate** | **Fees** |
| Audit Partner |  |  |  |  |
| Audit Manager |  |  |  |  |
| Audit Senior |  |  |  |  |
| Audit Team |  |  |  |  |
| ---- |  |  |  |  |
| Reimbursable Expenses |  |  |  |  |
| Non-Profit Discount |  |  |  |  |
| **TOTAL** |  |  |  |  |