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Romanian Angel Appeal Foundation (RAA) works for improving the quality of life of children and young people in need, affected by chronic conditions, subject to discrimination and social exclusion.

Main activities and expertise areas:

- Direct multidisciplinary services for underserved people
- Programs enhancing women and children's health
- Development of social involvement initiatives of the young people belonging to vulnerable groups
- Consultancy and distance and residential learning programs that target:
 - medical, social and psychological assistance services
 - prevention of HIV in work settings
 - social and professional integration of HIV affected people
 - life long learning skills enhancement for vulnerable children, young and adults
 - Project writing skills, access to non-reimbursable funds.
- Technical assistance and Monitoring and Evaluation of programs to combat epidemics with major impact over population (HIV/AIDS, Tuberculosis).
- VAT registration number: 7274690

Address for correspondence:
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Initiators and original founders (1991):
OLIVIA HARRISON • ELTON JOHN •
BARBARA BACH STARKEY • YOKO
ONO • LINDA McCARTNEY

Founder and partner (1997):
FONDAZIONE FRANCO MOSCHINO

**REGISTERED CHARITY: COURT
DECISION NO. 531 (28-08-1991)
ISSUED BY BUCHAREST COURT
SECTOR 1 ROMANIA**

RAA Foundation
has implemented
and certified the
Quality
Management
System according
to SR EN ISO
9001:2008



Registration No RAA: 4108 I / 25.11.2013

Letter of Invitation

Dear Sir/Madam,

You are invited to submit your tender for the following services: audit services for the programme financed by the Global Fund to Fight AIDS, Tuberculosis and Malaria within Round 6-TFM Grant (TFM = Transitional Funding Mechanism), particularly for the component "Scaling up Tuberculosis Control in Romania by focusing on poor and vulnerable populations".

The audit services will be performed for:

- The Principal Recipient;
- 5 Sub-Recipients + 1 Sub-SubRecipient

and will include the period 1st January 2013 – 31st December 2013.

The contract will be awarded to the Tenderer who complies with the Beneficiary's Terms of Reference (Annex 1) and has the most advantageous offer based on the quality-price criteria described in Annex 1 (Terms of Reference). The Tenderers have the right to submit only one offer; partial tenders are not allowed.

The tenders shall be submitted in English language, in a sealed envelope, by hand, by post or by courier services, as it follows: a technical and a financial proposal, one original and two copies (one copy for each member of the Evaluation Committee), clearly marking each „ORIGINAL" and „COPY", „TECHNICAL OFFER" and „FINANCIAL OFFER", as appropriate. In the event of discrepancies between them, the original shall prevail.

The technical proposal and the financial proposal will be submitted on separate envelopes. Technical envelopes are opened first.

The financial envelope shall be evaluated only if the technical offer is in accordance with the Terms of Reference. The maximum available budget is of 14,800 Euro. The financial offer (in Lei and Euro equivalent) has to include all the costs necessary for performing the services requested by the Beneficiary; the VAT will be mentioned separately. For the Euro equivalent the Tenderers will apply the BNR exchange rate published on the date of 6th December 2013 after 15.00 o'clock and applicable for the date of 9th December 2013.

Envelopes submitted and non respecting the sealing standards are rejected. Proposals submitted by e-mail or fax shall not be taken into consideration.

The proposal containing original and copies shall be put in one larger envelope which will have written upon it the name, address and all contact details of the Tenderer and which shall be marked as it follows:

“NOT TO BE OPEN BEFORE TENDER OPEN SESSION. / A NU SE DESIGILA INAINTE DE SESIUNEA DE DESCHIDERE.”

The deadline for submitting the tenders is: 9th December 2013, 12.00 hour, local Romanian time, at the following address:

Beneficiary: Romanian Angel Appeal Foundation
Address: 52 Rodiei Street, Sector 3, Bucharest, Romania, zip code 030956

Any clarifications on this tender can be requested no later than 2nd December 2013, 12.00 hour, at the following contacts:

Name: Romanian Angel Appeal Foundation
Address: 52 Rodiei Street, Sector 3, Bucharest, Romania, zip code 030956
Contact person: Ana-Maria Duca
E-mail: prfinanciar@raa.ro
Phone/Fax: +40-21-323 68 68; +40-21-323 24 90

Your proposals must be valid for 60 days since the date of submission.

Payment will be done in Lei, 100% at the full completion of services, on the basis of the Supplier's invoice and the submission of the audit reports.

Annexes

Annex 1: Terms of Reference – 11 (eleven) pages
Annex 2: General Guidelines for Management Letter – 3 (three) pages
Annex 3: Romanian Angel Appeal Foundation Organization Chart – 1 (one) page
Annex 4: Project Financial Statements templates – 3 (three) pages
Annex 5: Financial offer template – 1 (one) page
Annex 6: Operational Manual of GFATM Round 6 TB programme – financial and procurement sections – 122 (one hundred and twenty two) pages
Annex 7: Instructions for reporting system – 28 (twenty eight) pages

Ana-Maria Duca
Procurement Manager

