



REQUEST FOR PROPOSAL

[PROJECT AUDIT FOR THE SHO FUNDING]

RFP DOCUMENT # [25-SA-140-CO]

RFP ISSUE DATE: [TUESDAY, FEBRUARY 11, 2025]

PROPOSAL SUBMISSION DEADLINE: [WEDNESDAY, FEBRUARY 19, 2025]

**CARE INTERNATIONAL IN TURKEY
EMEK MAHALLESİ İBRAHİMLİ YOLU CADDESİ,
NO: 13/B, SEHİTKAMİL/GAZİANTEP**

CONFIDENTIAL DOCUMENT

*PREPARED BY
CARE®*



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1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome, and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, visit: <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE'S GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFP
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted proposal
- To award another type of contract other than that described herein, or to award no contract.
- To enter into a contract or agreement for purchase with parties not responding to this RFP
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.



Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.



2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.



3. COMPANY PROFILE & BIDDER'S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of your proposal. No alterations to its format shall be permitted and no substitutions shall be accepted.

3.1. COMPANY PROFILE

Table 4.1.A Previous Work with CARE

Have you already had previous transactions with CARE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If marked "Yes", please provide the year of the latest transaction with CARE and the requirement that was delivered. (This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)		
If you marked, "No" on the table above, please answer the Table 4.1.A. below:		

Table 4.1.B Other Information

Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Company Expertise	
Bank Information (Please answer below)	
Bank Name:	
Bank Address:	
IBAN:	
SWIFT/BIC:	
Account Currency:	
Bank Account Number:	

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken



3.2. BIDDER'S DECLARATION

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: By submitting this Proposal/Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFP; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFP and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal/Quote; or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFP process.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Proposal/Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Supplier Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	



4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL

4.1. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

Proposals will be accepted until **11:59 PM Turkey time [Wednesday, February 19, 2025]**, please send all final submissions to the email TUR.xbprocurement@care.org no later than the above specified date.

Electronic Submission:

Bid submission must be through the email:

- ✓ All documents should be clearly labeled so it is clear to understand what each file relates to
- ✓ All documents should be clearly named so it is clear what each file relates to.
- ✓ Bid documents required shall be uploaded in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats will result in the bid being disqualified.

Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized in **Annex B – Financial Bid Form** with a requirement to include in the quotes all fees, costs and tax coverage.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda

as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

4.2. PROJECT PURPOSE AND DESCRIPTION

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to submit proposals intended for the [Project Audit for the SHO funding].

This RFP is an invitation to bid, not an offer of contract. Bidders must submit a response that complies with the minimum requirements contained herein.

4.3. PROJECT OVERVIEW

CARE is seeking a provider to submit proposals intended for the [Project Audit for the SHO funding], this process contains four different projects, and the bidder has the right to submit their offer for all projects or for some of them.

Project Audit for the SHO funding

SHO Funding for the period 7th February 2023 – 31st January 2025

Audit Terms of Reference

CARE Türkiye is seeking to engage a reputable auditing firm to conduct its Project Audit for the SHO funding for the period **7th February 2023 – 31st January 2025**. The audit will be conducted at the CARE Türkiye and office at address **CARE Türkiye, Emek, Şehitkamil**

The auditors will work directly with the CARE Türkiye's Finance Manager during the audit period with an initial briefing from CARE Türkiye.

The audit will be performed by a chartered accountant or certified public accountant from an audit firm of high repute. CARE Türkiye has the overall supervision of the local audit of expenses. The financial audits and performance audits are carried out in accordance with recognized international standards (IFAC/INTOSAI). The auditors shall be informed, where appropriate, of the content of these audit instructions.

The audit shall verify that the project accounts are true and whether the transactions covered by the Financial reporting are in accordance with the appropriations granted, the project agreement with the CARE Nederland/SHO, contracts concluded and laws and regulations in the field of grant management. The auditor shall also assess whether due financial considerations have been considered in the management of the grant funds covered by the project accounts.

The scope of the audit depends on the administrative structure and conduct of the NGO, including internal control and other matters relevant to the presentation of accounts. In addition, the amount of the grant has an impact on the scope of the audit.

In the audit, the auditor shall verify:

1. whether the project accounts are fair and accurate and do not contain significant errors or omissions.
2. whether the grant conditions have been met, including the provisions of the project agreement with the CARE Nederland/SHO and other requirements.
3. whether the grant has been used in accordance with the purpose and the basis for granting the grant.



4. whether the beneficiary has shown economy.
5. whether the NGO has provided CARE Nederland/SHO with correct and adequate information on the fulfilment of the performance requirements.
6. whether the NGO's management has provided reliable data on productivity and efficiency as required by CARE Nederland/SHO.
7. whether financial reporting has been submitted and audited in accordance with recognized international standards, cf. Section 2(1) and is endorsed by the local auditor. The auditor shall make a general assessment of the scope and quality of the foreign audit and shall examine whether the audit carried out abroad has given rise to any significant observations or reservations. If a reservation has been made by the auditors abroad, this shall be mentioned in the auditor's endorsement on the accounts.
8. whether the project accounts figures are aligned with the general annual accounts of the NGO.
9. The audit shall be carried out by random examination, in particular based on an assessment of materiality and risk.
10. The auditor must verify that the state grant funds are held in a separate bank account and that the movements in the account are aligned with the payment instructions from CARE Nederland/SHO. It must also be verified that grant funds forwarded by the NGO to partners or departments abroad are kept in separate accounts. In doing so, the auditor must ensure that there is no confusion between the grant funds and the NGO's own resources.
11. The NGO's management shall provide the auditor with the information which must be considered relevant for the assessment of the accounts and for the auditor's assessment of the management, including objectives and results achieved. The management of the NGO shall allow the auditor to carry out any inquiries deemed necessary by the auditor and to ensure that the auditor receives the information and assistance that may be considered necessary for the performance of the audit office.
12. If, in connection with the management of grant funds, the auditor becomes aware of legal violations or material breaches of the project agreement or grant basis, it shall be the responsibility of the auditor to inform the NGO's management and competent assembly without delay and to ensuring that information on the facts established, with the auditor's comments, is forwarded to CARE Nederland/SHO within 4 weeks. Otherwise, it is the auditor's duty to inform CARE Nederland/SHO. The auditor's observations shall be submitted together with the communication. The same applies if, during his audit or otherwise, the auditor becomes aware that the continuation of operations is uncertain for financial or other reasons.
13. The audited project accounts shall be endorsed with an audit report stating that the accounts have been audited in accordance with the rules set out in this instruction. Reservations must appear in the endorsement.
14. The auditor must provide an audit report with the auditor's assessment and conclusion regarding the audit carried out. The report may be submitted on the following endorsement or in an audit protocol.
15. Copies of the audit report shall be submitted by the NGO to CARE Nederland together with the endorsed project accounts.
16. The auditor must verify that grant funds are segregated from other funds either in the organizations' accounting system or using a separate bank account and that there is no mix of grant funds and the organizations' own funds.

The auditor shall submit a management letter (or similar format). The letter shall include but not necessary limited to information about:

- (a) Which audit actions has been carried out and the result thereof.
- (b) Significant uncertainty, errors or omissions regarding the organization's accounting or internal control.



- (c) The organizations’ fulfillment of the own-financing requirements, including whether the funds are provided and used in accordance with the guidelines for this.
- (d) The performance audit carried out, which does not include own-financing, including especially auditor’s assessments and conclusions regarding economy, efficiency, and effectiveness as well as dispositions that fall outside the framework cooperation with CARE Nederland/SHO.
- (e) Auditors assessment of the local audit, including outstanding financial statements, accounting records with modifications and significant remarks in the audit reports for the local audits.

The Management letter should state whether the auditor complies with legislations eligibility rules, whether the auditor has received all the information requested during the audit and whether the auditor has commented on the use of the grant. In the letter it shall be reported on any special report or statement, submission of special reports, advice and assistance.

This instruction and subsequent supplement are annexes to the project agreement between the NGO and CARE Nederland/SHO and will enter into force at the same time as the project agreement. Prior to the signing of the project agreement, it is for the NGO to obtain the auditor's written agreement that it will revise the state grant funds in accordance with this instruction.

Item #	Other Requirements	
1	Delivery Date & Time	All reports and deliverables must be delivered before 31/March/2025
2	Delivery Terms (incoterms)	<input type="checkbox"/> EXW [Ex-works (Place)]
		<input type="checkbox"/> FCA [Free Carrier (Port)]
		<input type="checkbox"/> FAS [Free Along-Side Ship (Port)]
		<input type="checkbox"/> FOB [Free On-Board (Port)]
		<input type="checkbox"/> CFR [Cost, & Freight (Port)]
		<input type="checkbox"/> CIF [Cost, Insurance & Freight (Port)]
		<input type="checkbox"/> CPT [Carriage Paid-To (Place)]
		<input type="checkbox"/> CIP [Carriage & Insurance Paid-To (Place)]
		<input type="checkbox"/> DAP [Delivered at Place (Place)]
		<input type="checkbox"/> DPU [Delivered at Place Unloaded (Place)]
		<input checked="" type="checkbox"/> DDP [Delivered Duty Paid (Place)]
3	Custom Clearance (Must be linked to Incoterms at origin)	<input type="checkbox"/> Not Applicable. Shall be done by _____
		<input type="checkbox"/> Shouldered by CARE
		<input checked="" type="checkbox"/> Supplier/ Bidder
		<input type="checkbox"/> Freight Forwarder
4	Exact Address(es) of Delivery Location	Gaziantep / Türkiye
6	Payment Terms	30 Days upon Receipt of items
7	Quotation Validity	The quote needs to be valid for 60 days to cover all the days from bidding up to the award process. However, once the contract has been released, it shall be valid for the same coverage as reflected in the requirement above.



1.1. PROJECT TIMELINE

All bidders are advised to strictly follow the timeline below as noted.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email to [XB procurement team] (TUR.xbprocurement@care.org) no later than **11:59 PM Turkey time [Sunday, February 16, 2025]**.

Schedule of Activities/ To-do	Date of the Activity/ Deadline of Submission	Responsible	Remarks
RFP Issued	[11-Feb-2025]	CARE	
Deadline for submission of clarification questions to CARE	[16-Feb-2025]	Supplier	Deadlines must be strictly observed.
CARE to answer all clarifications	[18-Feb-2025]	CARE	
Supplier's Deadline of Submission of Proposal	[19-Feb-2025]	Supplier	Deadlines must be strictly observed.

1.2. PROJECT REQUIREMENTS

a. Technical Requirements

A	Technical Proposal Quality	
1	The bidder provided a comprehensive, well-structured proposal that addresses all requirements clearly and includes innovative approaches and comprehensive technical processes tailored to the project's needs.	<p>1- Proposal Comprehensiveness and Structure Comprehensive, detailed, and well-structured with no missing elements.</p> <p>2- Clarity of Requirements Addressed Addresses all requirements clearly and thoroughly.</p> <p>3- Innovative Approaches and Technical Processes Includes innovative approaches and comprehensive technical processes.</p> <p>4- Comprehensive and Accurate Audit Methodology Processes Comprehensive and accurate audit processes.</p>
B	Previous Experience and References	
1	Provide 3 or more client experiences or testimonials (References whose environment, and size. Include a summary of the work completed for each account. Include reference contact names, with telephone numbers and email addresses.)	<p>1- Client Experiences or Testimonials Provide more than 3 references.</p>



2	Portfolio with previous experience working with UN agencies, INGOs, or local NGOs.	2- Portfolio of Previous Experience Provide 3 references with UN agencies and/or INGOs work experience, including substantial work in Syria.
D Proposed Team		
1	The bidder offered a team with high qualifications and extensive experience in similar audits	Qualifications and Experience High qualifications, extensive experience, professional certifications (CPA, chartered Accountant).

b. VALUE & COST (Financial Requirements)

See attached template (in Excel File) to be used for your financial bid. Annex B.

Compliance with Requirements

	Yes, we will comply	No, we cannot comply	If marked as “No”, please provide counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty Period (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment Terms (30 Days)	<input type="checkbox"/>	<input type="checkbox"/>	

1.3. EVALUATION CRITERIA

CARE will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- **Overall Proposal Suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- **Previous Work and Awards:** Bidders will be evaluated on examples of their work pertaining to the requirement as well as client testimonials and references
- **Technical Expertise and Organizational Experience:** Bidders must provide descriptions and documentation of staff technical expertise and experience. Bidders also need to provide their experiences as an organization which include but not limited to years of experiences, financial stability, expertise, and edge to other competitors.
- **Value and Cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.



CARE will review proposed budgets and pricing after the initial review of the criteria above. *

5. DOCUMENT CHECKLIST FOR BIDDERS

The proposal must include, as a minimum
Failure to submit one of the following will lead to your offer to be rejected.

- ✓ Annex B - Financial Bid Form duly completed, signed and stamped. Note that only budgets in <EURO> will be accepted.
- ✓ RFP, duly completed, signed and stamped (PDF).

The proposal should include, as well:

- ✓ Annex C – LPPD.