



# TECHNICAL & FINANCIAL FILE

## TEKNİK & FİNANSAL DOSYA

**Tender ref:** TR-2025-0029

**Tender Subject:** Finance training courses

### 1- COMPANY INFORMATION / FİRMA BİLGİLERİ

Company Name		Sirket İsimi
Representative		Temsilci
Registration number		Kayıt numarası
Tax number		Vergi numarası
Address		Adres
Phone number		Telefon numarası
E-mail		E-posta

### 2- REQUIRED SERVICE

Conduct a face-to-face training session for Finance DPro training course including training material and examination, and an online training for CIA (Certified Internal Auditor) including material and exam level 1 and 2 in Arabic language.

### 3- DELIVERY TIME

- The delivery of the required services will be done by the 30<sup>th</sup> of June 2025. The exact dates will be determined after the contract awarding with the winning service provider/s. Please write when is the earliest availability date is to start the course/s below.

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- Please write the full duration of each course in workdays, later upon contracting the work days will be divided to different hours in different days and upon mutual agreement between the trainer and MI.

CIA (Certified Internal Auditor)	
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Finance DPro training course	
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#### 4- BID VALIDITY TIME

Please write the bid validity, knowing that the least acceptable bid validity by MI is 30 days.

#### 5- Details of the required service (Training courses)

Please fill all the required information for one or more of the required courses mentioned below, not filling the required information will disqualify your bid.

**A- Training location:**

- CIA training will be online.
- Finance DPro will be in MI Gaziantep office .

**B- Required courses:**

- Please fill in the below information according to the training courses which you intend to apply for and attach the supporting docs for each training as a pressed file (name should be according to each training course and number).
- The supporting docs should include (Trainer/s CV, reference letters, previous contracts, degree, other docs mentioned in the Trainer requirement/evaluation criteria).

#	Training	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
					Essential	Award	total
1	CIA (Certified Internal Auditor) Training	Arabic, Level 1&2	Online	NA	Trainer of CIA to be Certified from Internal Auditor (CIA)	100% financial scoring	12
Trainer name/s		Trainer Qualification	Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in

					TOR to be included)

#	Training	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
					Essential	Award	total
2	Finance DPro Training with Exam for 16 trainees as face-to-face	English/Arabic	Physical	NA	Trainer of Finance DPro to be certified from PM4NGOs.	100% financial scoring	16
Trainer name/s		Trainer Qualification	Number of years of experience	Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)	

## 6- FINANCIAL CONDITIONS:

1. The payment shall be in EUR by bank transfer to bank details mentioned in the invoice. MI has the right to pay the invoice in Turkish lira, according to the exchange rate in the day of payment.
2. In case there is a mistake in calculation, the unit price shall be taken into consideration.
3. Malteser International will not pay any advance payment.
4. Payment shall be within 30 days of delivery and acceptance by MI, language training courses are an exception.
5. In case of any late delivery, MI shall apply the penalty of cutting 0,2% of the total contract value per day, not exceeding 10% of the contract value.



6. By submitting the financial bid, the company attests that it is not bankrupt or in the process of bankruptcy.
7. By submitting the financial bid, the company attests that it is not on any of the sanction's lists (Türkiye, USA, Europe, UN, Australia).
8. Accuracy of decimal numbers after the comma must not exceed two digits, whether unit price or total prices.
9. MI has the right to refer to the purchase of the goods required in the bid to more than one supplier.

**END OF TECHNICAL & FINANCIAL FILE**