

TECHNICAL & FINANCIAL FILE

TEKNİK & FİNANSAL DOSYA

Tender ref: TR-2025-044

Tender Subject: Finance training courses

1- COMPANY INFORMATION / FİRMA BİLGİLERİ

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

2- REQUIRED SERVICE

- Training of CIA (Certified Internal Auditor), part 1&2, comprehensive online training with offering all required materials (books, tests and all other materials...), including all exam fees of these two parts from Institute of Internal Auditors, the training will be in Arabic language, the training will be online. Estimated total duration per part: 30 to 35 training hours.
- Training of Finance Management Development (FMD), in English and Arabic language, the training will be online with offering all required materials (books, tests and all other materials...), including all exam fees. Estimated total duration: 30 to 35 training hours.

3- DELIVERY TIME

- The delivery of the required services will be done in the period from June to September 2025. (Two days a week, three hours in a day) The exact dates will be determined after the contract award with the winning service provider/s.

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 in 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:

- Both training courses will be received online.

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 evaluation criteria).

#	Training	Training language	Attendance method	Notes	Evaluation criteria		number of attendees
							total
1	CIA (Certified Internal Auditor) Training (Estimated total duration per part: 30 to 35 training hours.)	Arabic	Online	NA	Mentioned in the tender file		12
Trainer name/s		Trainer Qualification	Number of years of experience	Trainer proficiency in Arabic	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	Evaluation criteria	number of attendees
						total
2	Finance Management Development (FMD) (Estimated total duration per part: 30 to 35 training	English & Arabic	Online	NA	Mentioned in the tender file	16
Trainer name/s		Trainer Qualification	Number of years of experience	Trainer proficiency in Arabic & 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.
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 will be per course and upon the completion of the course.
5. Payment shall be within 30 days of delivery and acceptance by MI.
6. 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.
7. By submitting the financial bid, the company attests that it is not bankrupt or in the process of bankruptcy.
8. By submitting the financial bid, the company attests that it is not on any of the sanction's lists (Türkiye, USA, Europe, UN, Australia).
9. Accuracy of decimal numbers after the comma must not exceed two digits, whether unit price or total prices.
10. 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