# **Annex 3: Technical Proposal**

**RFP– 05/2024 - External Audit and Financial Assessment Services for Kosovar Civil Society Foundation**

To simplify the evaluation process and obtain maximum comparability, KCSF requires that all responses to the ITT be organized in the manner and format below.

|  |  |
| --- | --- |
|  | Name(s) and address(es) of legal entity or entities submitting this tender |
| Name of Tenderer: | [Insert Name of Tenderer] |
| LOT No. |  |

CONTACT PERSON

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Telephone |  |
| e-mail |  |

1. **Service Approach**

*Describe your firm’s ability to perform the work within the time frame provided. General organizational capability, management structure, methodologies and tools that will be used to undertake the different audit tasks, system of quality control, etc.*

1. **System of quality control to guarantee quality of services and adherence to deadlines.**

*Presentation of methods and systems intended to control the quality of the services.*

1. **Team Qualification**

*(Identify the specific partners and managers who will be assigned to this engagement if you are successful in your bid. Provide short bios specifying relevant experience to the type of services requested. CVs should demonstrate qualifications in areas relevant to the Scope of Services.)*

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| --- | --- | --- | --- | --- | --- |
| Name and Surname | Position | Experience in Years | Profession | Responsibilities on this bid: | Short Biography |
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1. **Experience on providing similar services**

*(Please fill in the table below and summarize the main projects related to this contract carried out over the past 3 years. The number of project references to be provided must not exceed 10 for the entire bid. Include a list of the relevant non-profit clients that the firm has served within the past three years and provide any references as annexes.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref no (maximum 10) | Type of Service |  | | |
| Name of Client or entity | Place | Dates (start/end) | Type and scope of services provided | No of staff provided |
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