



Name and address of the contracting authority:

Fundació i Treball Empresa de Inserció (FITEI).

Calle Ramon Llull, 430 -438, Dant Adrià de Besòs, 08930 , Barcelona

Title of the tender: External Expenditure Verification SIRCLES

(10 February 2021-09 August 2023).

Contact person: Gerard Vilar Peña E-mail: gvilar@formacioitreball.org

Reference number: 730941

PART A: INFORMATION FOR THE TENDERER

1. INFORMATION ON SUBMISSION OF TENDERS

Subject of the contract:

The subject of this tender is **EXPENDITURE VERIFICATION.**

Expenditure declared by the beneficiary in support of a payment request shall be examined by an auditor or by a competent public officer being independent from the beneficiary. The auditor shall examine whether the costs declared by the beneficiary and the revenue of the project are real, accurately recorded and eligible in accordance with the contract.

The tasks of the auditors appointed by the project Lead Beneficiaries and partners will be developed in point 2.

Deadline for submission of the tenders:

The deadline for submission of tenders is the 09th of July 2021 at 17:00 CET. Tenders received after this deadline will be automatically rejected.

Address and means of submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available** as a second document of this tender. The tender will be submitted to the contact by e-mail to: gvilar@formacioitreball.org

The message will clearly indicate:

Title of the tender

Reference number

Name, contact, phone and address of the tenderer

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This tender submission form (document 1), the auditors offer (document 2), the declaration on honour (document 3) and any supporting documentation will be printed, fulfilled, signed and provided as attachment to the e-mail.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below.

the applying auditors must be included in the ROAC Registro Oficial de Auditores de Cuentas (Official Register of Auditors). If they work in a company the auditor must be an "Active Partner" (Socio Ejerciente).

In the technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

The objective of the expenditure verification is for the Auditor to carry out the specific procedures listed in this document through the control check-list and to submit to the partner a report of factual findings with regard to the specific verification procedures performed. Verification means that the Auditor examines the factual information in the Financial Report of the partner and compares it with the terms and conditions of the Grant Contract. As this engagement is not an assurance engagement the Auditor does not provide an audit opinion and expresses no assurance. The Managing Authority assesses for itself the factual findings reported by the Auditor and draws its own conclusions from these factual findings.

No.	Title of item	Description	Required timeframe
1	Good and services verification.	To verify that goods and services have been delivered and the works have been performed.	until the achievement of the objectives after October 2023
2	Expenditure verification.	To verify that the expenditure declared by the beneficiaries relates to the eligible period or previous ones and it has been paid.	until the achievement of the objectives after October

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			2023
3	Ruling verification.	To verify the compliance with applicable rules (including eligibility rules), also including procurement and visibility requirements.	until the achievement of the objectives after October 2023
4	Expenditure compliance.	To verify the compliance of the expenditures with the approved project and the signed Grant Contract.	until the achievement of the objectives after October 2023
5	Checking of documents.	To check the related documents and accounting on avoidance of possible double funding.	until the achievement of the objectives after October 2023
6.	Adequacy verification.	To verify the adequacy of supporting documents;	until the achievement of the objectives after October 2023
7.	Accounting standards verification.	To check the registration of the expenditure in the accounting records of the beneficiary and that the expenditure is determined according to the accounting standards and the usual cost accounting practices applicable to the beneficiary.	until the achievement of the objectives after October 2023
8.	Documentary evidences in the	To check the record-keeping and archiving rules for the	until the achievement of

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	implementation of the project.	documentary evidence related to the implementation of the project.	the objectives after October 2023
9.	Surveillance.	To notify irregularities and suspicion of fraud or corruption, as the case may be.	until the achievement of the objectives after October 2023
10.	Training	To attend mandatory trainings related to the project if that was required.	until the achievement of the objectives after October 2023

3. FINANCIAL INFORMATION

The maximum available value of the contract is 10.980,00 EUR.

4. OTHER FINANCIAL DATA:

SIRCLES budget:	3.8 Million.
EU contribution:	3.4 Million.
Project co-financing:	10%
Partner budget (PP1)	391,884.60 EU

5. ADDITIONAL INFORMATION

The selection criteria are:

- Best value for money, weighting 80% technical quality and 20% price,

The successful and unsuccessful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 10 working days from the deadline for submission of the tenders.



6. FORMAT OF CONTRACT

CONTRACT TITLE: EXTERNAL EXPEDITURE VERIFICATION IN SIRCLES PROJECT.

REFERENCE: 730941

Concluded between:

Formacio I Treball Empresa D'insercio SI

Calle Ramon Llull, 430 -438, SANT ADRIA DE BESOS, BARCELONA

Represented by: **Xavier Puig i Vidal** as Director-General.

AND

<audit company>

<Address>

Represented by: <name of legal representative><position>

Article 1: Subject of the contract

The subjects of the contract are the services as indicated in the contractor's offer.

Article 2: Contract value

The total contract value for implementation of services indicated in the Article 1 is: 10.980,00 EUR.

Article 3: Contracting documents

The documents which form the part of this contract are (by the order of precedence):

- Contract agreement (this document doc. A)
- Contractor's offer as provided in the tendering phase (doc. B)
- Declaration on honour (doc. C)

Article 4: Deliveries and payments

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The contractor will deliver without reservation the services indicated in the contractor's offer. The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

Month		<EUR >
09/04/2022	Initial pre-financing payment	<1/3 of the contract value>
09/04/2023	Interim payment	<1/3 of the contract value>
09/11/2023	Balance payment	<1/3 of the contract value>
Total		Total Contract value

The contractor will provide contracting authority with the report on execution of the services.

Article 5: Duration of the contract

The duration of the contract is 30 months.

Article 6: Cancellation of the contract

The contract can be suspended by the Contractor if the contracting authority does not fulfill payment and other obligations.

The contract can be terminated by the contracting authority due to one of the following reasons:

- The Contractor is in serious breach of the contract, failing to meet contractual obligations
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

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Article 7: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of the "Juzgados and Tribunales of Spain".

For the Contractor

For the contracting authority

Formacio i Treball Empresa D'insercio SL

Name:
Position:
Signature and company stamp:

Name: **Xavier Puig i Vidal**
Position: **General-Director**
Signature and company stamp:

Date:

Date : 18/06/2021

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