



INFORMATION ON SUBMISSION OF TENDERS

KNOWLEDGE AND INNOVATION CONSULTANTS SYMVOULEFTIKI MONOPROSOPI EPE ([KiNNO](#)), participates as a coordinating partner (lead beneficiary) in the project "[Euro-Mediterranean Network Facilitating Market Uptake of Innovations from SMEs - EMPHASIS](#)" co-funded by the cross-border cooperation program " ENI CBC Mediterranean Sea Basin Programme 2014-2020".

EMPHASIS project, with a total budget of 818.689,39, has a two-year duration (September 1, 2021- August 31, 2023) and aims at integrating experiences to deploy, validate and mainstream an open innovation system that supports SMEs, start-ups and spin-offs to exploit innovations that tackle sustainability challenges and turn them into business opportunities through external cross-border partnerships at EUROMED. The partnership of the project is the following:

- KiNNO Consultants Ltd (Greece)
- Jordan University of Science and Technology (Jordan)
- Association of the Mediterranean Chambers of Commerce and Industry (Spain)
- Industrial Research Institute (Lebanon)
- Confederation of Egyptian European Business Associations (Egypt)
- Science and Technology Park of Sicily (Italy)

According to the project implementation manual, KiNNO has to appoint a Certified Public Accountant as an **External Financial Auditor**. The verification of the expenses will be done once a year, with the completion of the 1st and 2nd year of the project. The verifications of the 1st year will be done administratively, while the verification of the 2nd year will be on the spot, i.e. KiNNO premises in Chalandri. Furthermore, the auditor has the obligation to attend the training seminar that will be organized for the auditors by the national contact point of the Program in Greece.

The Auditor shall execute the tasks assigned to him in accordance with the procedures and templates annexed to these terms of reference or any update issued by the Managing Authority or the Joint Technical Secretariat. The following documents shall be deemed to form and be read and construed as part of these Terms of Reference, and the Contract with the auditor:

- the PIM (programme implementation manual) and its annexes, and particularly: chapter 4: [Reporting](#) + [annexes](#)

The above Annexes can be found at the following web address: <http://www.enicbcmed.eu/projects/support-to-implementation> while detailed information on the Reporting Procedures (presentations, tools, FAQs etc) can be found at <https://www.enicbcmed.eu/projects/reporting>

The approved budget for the assignment amounts to € **5.023,20** without VAT. The contractor will be paid in two installments upon submission of the annual verification reports. The award criterion is the most economically advantageous bid without VAT, compliant with the requirements for participation.

The applicants should include at least the following details in their offer:

- For companies:
 - Short profile of the company
 - Indication of the auditor in case of an audit firm and short CV of the auditor
 - Registration number in the National Accounting Association (Σ.Ο.Ε.Λ)
 - The amount of the financial offer without VAT
- For individuals:
 - Short CV of the auditor
 - Registration number in the National Accounting Association (Σ.Ο.Ε.Λ)
 - The amount of the financial offer without VAT

Interested parties should send their offers to Mrs. Efi Bakogianni, by email at the following address mpakogianni@kinno.eu.

The language of the offers can be either Greek or English.

The deadline for receiving your offer is the **29th of July 2022** at **16:00 Athens time**.

For more information about the bid details and any other information, you may contact Mrs. Efi Bakogianni, by email at the following address mpakogianni@kinno.eu or by telephone at 00302106838950.