



CALL OF INTEREST: PROVISION OF EXTERNAL AUDIT SERVICE CONCERNING ASCAME'S EXPENDITURE AND REVENUE VERIFICATION IN THE CONTEXT OF THE "INCUBATORS FOR INNOVATION AND TECHNOLOGICAL TRANSFER IN THE MEDITERRANEAN (INTECMED)" PROJECT FINANCED UNDER THE ENI CBC MED PROGRAM

Summary

- Contractor: Association of the Mediterranean Chambers of Commerce and Industry (ASCAME)
- Category: External subcontracting audit services in INTECMED project.
- Deadline for submitting bids is the 8th of April 2020, 12:00 pm CET. You can submit your proposal by email to projects@ascame.org
- The email must contain attached:
 - The economical proposal (VAT excluded and VAT included).
 - Subject: "INTECMED Audit services proposal".

Article 1: Subject

Given that

- The Association of the Mediterranean Chambers of Commerce and Industry (from now on ASCAME) is a beneficiary partner of the INTECMED project, as part of the ENI CBC MED Cross-border Cooperation Program 2014/2020, co-financed by the EU Fund;
- The project implementation period is 30 months (starting date: 01/09/2020 - ending date: 28/02/2023).
- The audit services will be provided along the complete project period. It will include the complete process of expenditure and revenue verification for the final report whose deadline for submission to the Managing Authority is within three months after the end of the reporting period.
- The Auditor shall execute the tasks assigned to him in accordance with the procedures issued by the Managing Authority or the Joint Technical Secretariat.
- The selected Auditor must be included in the ROAC Registro Oficial de Auditores de Cuentas (Official Register of Auditors). If he/she works in a company, the auditor must be an "Active Partner" (Socio Ejerciente).

<http://www.icac.meh.es/Consultas/Roac/Buscador.aspx>

- The expenses declared by the beneficiary partner in support of a payment request must be subjected to verification activities pursuant to art. 11 of Reg. (EU) no. 232/2014 and art. 32 of Reg. (EU) 897/2014;



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ASCAME intends to select an external auditor for activities related to the implementation of ASCAME's costs inherent in the project.

Article 2: Service requested

The requested service consists of an autonomous freelance collaboration activity, aimed at the validation and certification of the expenses incurred by ASCAME within the INTECMED project, as well as pursuant to ex art. 11 of Reg. (EU) no. 232/2014 and art. 32 of Reg. (EU) 897/2014.

The service consists of the control of the expenses and the certification of financial reports that will be presented by ASCAME every six months, with deadlines set by the ENI CBC MED Programme.

The control and certification service must be completed within **fifteen working days** from the submission date of each financial statement. Further certifications may be requested from the successful bidder, in the event of extraordinary requests by the Managing Authority of the reference Programme, following any project extensions or any other event not expressly reported in this notice.

The Auditor will be responsible for the methods and techniques of control, in compliance with the national and international audit standards and must use the mandatory programme forms and manage operations also through the use of the MIS platform <http://enicbcmmed.eu/mis/>, established by the ENI CBC MED Programme.

The Auditor will carry out at least one on-the-spot verification, preferably during the verification of the final reporting, of the expenses incurred, at the headquarters of ASCAME, Avda. Diagonal 452, 08006 Barcelona, aimed at verifying:

- The original supporting documents,
- The procurement procedures,
- The results of the project,
- Evidence of services, works, equipment, goods co-financed through the projects,
- The adequacy of the accounting systems.

The working and production language of the documents will be English. It should be noted that, given the nature of the service, total or partial subcontracting to third parties is not allowed.



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Article 3: Duration of the assignment.

The conclusion of the service in question is strictly bound to the duration of the funded project, taking into account the provisions of art. 2 of this notice. In particular, the project will have the following duration:

- 01 September 2020 - 28 February 2023

This period assignment will include the complete process of expenditure and revenue verification for the final report whose deadline for submission to the Managing Authority is within three months after the end of the reporting period.

The parties agree that the aforementioned terms and the duration of the service are intended as extended according to any changes to the terms of conclusion of the activities, which can be granted to the project by the Managing Authority.

Article 4: Place and methods of carrying out the assignment

The professional will be able to carry out his/her activity at his/her own premises and with his/her own means, except for the obligation to coordinate with the Client for carrying out the on-the-spot checks (on-the-spot verification).

Article 5: Selection method

With regard to the procedure for identifying the Auditor ASCAME will proceed to entrust the service with the criterion of the lowest price, auditing experience in similar projects and certified English skills. among all received proposals to the present Call of Interest.

Being an assignment for a value of less than € 20,000, the method identified is “*Award on the basis of single tender and Invitation to tenderers with clear pre-set requirements, where at least two offers must be evaluated*” following the provisions of the ENI CBC MED Program procedures, published on the Program website in the document [PROCUREMENT BY PRIVATE PROJECT PARTNERS](#); respecting the principles of non-discrimination, equal treatment, proportionality and transparency.

Article 6: Presentation modalities and documents to be attached to the application

The experts concerned can submit a specific application written in English, duly completed and signed.

The request must be accompanied by the following documents:

- a) Curriculum vitae in European format dated and signed with the declaration pursuant to articles 46 and 47 of Presidential Decree 445/2000 which certifies the truthfulness of the information contained, from which any previous experience of Auditor emerges in the context of the Cross-border cooperation;



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- b) Certification related to the registration 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).
- c) Substitute declaration of notarial deed, in accordance with current legislation certifying the requirements of integrity, professionalism, independence and knowledge of the foreign language envisaged in the program for "individual" external auditor and for external "company" auditor;
- d) Photocopy (front-back) of an identity document;
- e) Authorization to process personal data for "individual" for external auditor "company".

The application must be sent, under penalty of exclusion, in PDF format, via email, to the address projects@ascame.org, no later than 12pm on the fifth teen day from the date of publication of this notice, indicating in the subject “INTECMED Audit services proposal”.

Article 7: Validity of the short list

Once approved, the list will be published on the website of ASCAME <http://www.ascame.org> , with validity from the date of publication of the same.

Article 8: Methods of entrusting the assignment

Completed the selection procedure, pursuant to art. 5, the assignment will proceed. The contractual conditions will be indicated in a special agreement signed by the expert and the legal representative of ASCAME and will comply with the provisions of the civil code and the internal and community reference legislation. The activity will be carried out without subordination and on the basis of the directives of the person in charge of the procedure (the General Secretariat of ASCAME).

Article 9: Advertising and information

This notice will be published by publication for ten consecutive days on the website of the Association of ASCAME.

Article 10: Information or clarifications

Any requests for clarification related to the procedure in question must be sent to the email address projects@ascame.org no later than the fifth day from the publication of this notice. The General Secretariat of ASCAME will be responsible for the procedure.



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