

Request for Quotation for External Accounting Services

Title: Accounting Services for the International Anti-Corruption Academy (IACA)

Reference Number: IACA-2019-FI-0002

Location: Laxenburg, Vienna

Closing date for submissions: 20 February 2019 (23:59 CET) to finance@iaca.int

Requests for clarifications shall be submitted to finance@iaca.int by 13 February 2019.

The International Anti-Corruption Academy is pleased to invite interested suppliers to submit a quotation in relation to the present request for quotation for external accounting services.

Services to be provided: This Request for Quotation is for external accounting services for our double-entry bookkeeping, including cost-center accounting, which is currently conducted in accordance with Austrian Accounting Standards. Furthermore, the contractor shall prepare the annual financial statements and provide support for IACA's External Audit. The services are expected to be provided as of April 2019.

Background: The International Anti-Corruption Academy (IACA) is an international organization with privileges and immunities, based in Laxenburg, Austria. It is the first global institution of its kind, dedicated to overcoming current shortcomings in knowledge and practice in the field of anti-corruption and seeking to empower professionals for the challenges for tomorrow. The organization was initiated by the United Nations Office on Drugs and Crime (UNODC), the European Anti-Fraud Office (OLAF), the Republic of Austria, and other stakeholders. It became an international organization on 8 March 2011. To date, IACA comprises a constituency of 77 Parties from all over the globe and has around 30 staff members.

Further information on the organization is available on our website: www.iaca.int

Description of requirements:

In line with the regulations of IACA's Financial Framework, the supplier shall provide:

- a) Accounting services for our double-entry bookkeeping, including cost-center accounting in compliance with International Public Sector Accounting Standards (IPSAS);
- b) Modification of the bookkeeping of the first quarter of 2019 from Austrian Accounting Standards to IPSAS ;
- c) Preparation of the annual financial statements in accordance with IPSAS;
- d) Support with the reimbursement of indirect taxes by Austria in accordance with the IACA Seat Agreement; and
- e) In-house support for IACA's External Audit for approximately three days per year in Laxenburg.

The personnel providing the accounting services shall be proficient in English and German.

Description of the organization and records to be audited:

- IACA's fiscal year is from 1 January to 31 December.
- IACA's accounts are presented in Euros.
- IACA holds one bank account.
- A maximum of 2,500 transactions are to be expected per year.
- Receipts are reviewed and sorted by IACA and submitted to the contractor for bookkeeping on a monthly basis.
- Based on IACA's Seat Agreement, IACA is entitled for refund of indirect taxes included in the price of goods and services supplied to the Academy in Austria on a quarterly basis.
- IACA administers petty cash (two cash boxes).
- Receipts are allocated to individual projects, for this reason it is necessary to maintain cost-center accounting.
- A permanent inventory of the movable property assets is kept by IACA.

Submission and Selection: Quotations must be submitted no later than 20 February 2019. Each quotation will be evaluated by IACA.

The price of the quotation shall be broken-down for the following services:

- Preparation of the monthly bookkeeping incl. cost-center accounting (flat fee per month);
- Modification of the bookkeeping of the first quarter 2019, which was conducted in accordance with the Austrian Accounting Standards, to IPSAS;
- Preparation of the annual financial statement in accordance with IPSAS standards (price per year); and
- Costs per day / work hour / person for other services.

The quotation shall be submitted in the English language. It shall be duly signed and contain the point of contact for discussion or clarification of the quotation's content.

The quotation shall be transmitted via email to finance@iaca.int.

Other Matters: Please include in the quotation three professional/customer references.

Standards and Evaluation: IACA will conduct the procurement procedure according to the provisions of its Financial Framework and Guiding Principles, taking into consideration all requirements related to good governance, including the principles of fairness, integrity, transparency, and accountability.

IACA shall evaluate quotations based on their compliance and optimum responsiveness with the requirements of the present Request for Quotation and taking into consideration the overall framework of its principles and standards as set out herein, including best value for money and IACA's best interests.

Suppliers are expected to comply with the spirit of IACA's Guiding Principles, attached to the present Request for Quotation, including well-established human rights, anti-corruption, and anti-money laundering standards. Within this context they are expected to, *inter alia*, declare any conflict of interest and not to engage in any fraudulent, collusive or coercive practices.

IACA will demonstrate zero tolerance and reject any quotation submitted by suppliers and, where applicable, terminate their contract in the event that it is established that they have engaged in practices which are in breach of IACA's standards, including those on anti-corruption and anti-money laundering practices.

This Request for Quotations shall not bind IACA to award a contract or to pay any costs incurred in their preparation or submission.

Contractual terms: IACA intends to conclude a 5-years' service contract with the possibility of renewal, subject to a market review and procurement process. IACA reserves the right to terminate the contract within 90 days' notice. In respect of contractual matters, please note that IACA is not an enterprise but an international organization which enjoys the corresponding privileges and immunities as conferred by its host state, the Republic of Austria, including but not limited to extensive freedom from Austrian jurisdiction. Consequently, contractual clauses or general terms and conditions of the future contractor can be accepted only to the extent they are in harmony with these privileges and immunities, which are at statutory level in Austria, as well as our internal organizational regulations.