

Romanian Angel Appeal Foundation (RAA) works for improving the quality of life of children and young people in need, affected by chronic conditions, subject to discrimination and social exclusion.

Main activities and expertise areas:

- Direct multidisciplinary services for underserved people
- Programs enhancing women and children's health
- Development of social involvement initiatives of the young people belonging to vulnerable groups
- Consultancy and distance and residential learning programs that target:
  - medical, social and psychological assistance services
  - prevention of HIV in work settings
  - social and professional integration of HIV affected people
  - life long learning skills enhancement for vulnerable children, young and adults
  - Project writing skills, access to non-reimbursable funds.
- Technical assistance, and Monitoring and Evaluation of programs to combat epidemics with major impact over population (HIV/AIDS, Tuberculosis).

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**Headquarter:**  
52 Rodiei Street • Sector 3 •  
Bucharest • 030956 • Romania

**Initiators and original founders (1991):**  
OLIVIA HARRISON • ELTON JOHN •  
BARBARA BACH STARKEY • YOKO  
ONO • LINDA McCARTNEY

**Founder and partner (1997):**  
FONDAZIONE FRANCO MOSCHINO

**REGISTERED CHARITY: COURT  
DECISION NO. 531 (28-08-1991)  
ISSUED BY BUCHAREST COURT,  
SECTOR 1 ROMANIA**

RAA Foundation  
has implemented  
and certified the  
Quality  
Management  
System according  
to SR EN ISO  
9001:2000



## Letter of Invitation

Dear Sir/Madam,

You are invited to submit your tender for the following services: audit services for the programme financed by the Global Fund to Fight AIDS, Tuberculosis and Malaria within Round 6, particularly for the component "Scaling up Tuberculosis Control in Romania by focusing on poor and vulnerable populations".

The audit services will be performed for:

- The Principal Recipient;
- 7 Sub-Recipients

and will include the period 1<sup>st</sup> January 2009 – 31<sup>st</sup> December 2009.

The tender which complies with the Beneficiary's Terms of References (Annex 1) and Audit Plan (Annex 4) and has the lowest financial offer shall be declared winner. The Tenderers have the right to submit only one offer; partial tenders are not allowed.

The tenders shall be submitted in a sealed envelope, by hand, by post or by courier services, as it follows: a technical and a financial proposal, one original and two copies (one copy for each member of the Evaluation Committee), clearly marking each „ORIGINAL” and „COPY”, „TECHNICAL OFFER” and „FINANCIAL OFFER”, as appropriate. In the event of discrepancies between them, the original shall prevail.

The technical proposal and the financial proposal will be submitted on separate envelopes. Technical envelopes are opened first and evaluated.

The financial envelope shall be evaluated only if the technical offer is in accordance with the Terms of Reference. The financial offer (in Lei and Euro) has to include all the costs necessary for performing the services requested by the Beneficiary; the VAT will be mentioned separately.

Envelopes submitted and non respecting the sealing standards are rejected. Proposals submitted by e-mail or fax shall not be taken into consideration.

The proposal containing original and copies shall be put in one larger envelope which will have written upon it the name and address of the Tenderer and which shall be marked as it follows:

“NOT TO BE OPEN BEFORE TENDER EVALUATION SESSION. / A NU SE DESCHIDE INAINTE DE SESIUNEA DE EVALUARE.”

The deadline for submitting the tenders is: 25 March 2010, 12.00 hour, local Romanian time, at the following address:

Beneficiary: Romanian Angel Appeal Foundation  
Address: 116A Agricultori Street, Sector 2, Bucharest, Romania, zip code 021495

Any clarifications on this tender can be requested no later than 24 March 2010, 12.00 hour, at the following contacts:

Name: Romanian Angel Appeal Foundation  
Address: 116A, Agricultori Street, Sector 2, Bucharest, Romania, zip code 021495  
Contact person: Ana-Maria Duca  
E-mail: [prfinanciar@raa.ro](mailto:prfinanciar@raa.ro)  
Phone/Fax: +40-21-323 68 68; +40-21-323 24 90

*Your proposals must be valid for 30 days since the date of submission.*

Payment will be done in Lei, 100% at the full completion of services, on the basis of the Supplier's invoice and the submission of the audit reports.

## **Annexes**

Annex 1: Terms of Reference – 11 (eleven) pages

Annex 2: Romanian Angel Appeal Foundation Organization Chart – 1 (one) page

Annex 3: Project Financial Statements templates – 5 (five) pages

Annex 4: Audit plan – 1 (one) page

Dana Marin  
Financial Manager

