

## REQUEST FOR PROPOSAL

### FOR THE SELECTION OF AN EXTERNAL AUDITOR FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE CENTRAL BANK ARMENIA FOR THE PERIOD OF 2019-2021

The Central Bank of Armenia announces an open tender for the selection of an External Auditor for the audit of the financial statements of the Central Bank of Armenia for the period of 2019 -2021.

The external auditor should meet at least the following criteria:

- be independent from the Central Bank, in particular
  - ✓ should not have contractual or other legal relations with the Central Bank which can cast doubt on the independence of the firm,
  - ✓ should not in any way be involved in the decision making process of the Central Bank,
  - ✓ should not be related with Central Bank and/or financial system participants and their management.
- be internationally recognized in accordance with the requirements of Article 16 of the CB Law.
- members of the audit team should have professional experience and international accounting and/or auditing qualifications.
- If the External auditor decides to participate in the tender for the second term of three years, the audit engagement partner should be rotated.
- An external auditor who has been carrying out an audit of the Central Bank's financial statements for six consecutive years can't participate in the competition.

The proposals should be submitted to the Central Bank of Armenia at the following address: Vazgen Sargsyan 6, Yerevan 0010, Republic of Armenia.

The deadline for submission is September 20, 2019, 5:00 p.m.

The envelopes containing the “Technical terms of proposal” will be opened on September 26, 2019, at 5:00 p.m.

The evaluation of the technical terms of proposal and the opening of envelopes containing the “Fees” will be conducted on October 11, 2019, at 5:00 p.m.

The evaluation of the financial offers and the meeting to finalize the results of the tender will be held on October 15, 2019, at 5:00 p.m.

The request for proposal is available in the “Tenders” section of the CBA website.

For additional information you may apply to Mr. Ara Chalabyan, the CBA Chief Audit Executive.

The Central Bank of Armenia, 0010, Yerevan, V.Sargsyan 6

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REQUEST FOR PROPOSAL  
FOR THE SELECTION OF AN EXTERNAL AUDITOR FOR THE AUDIT OF THE FINANCIAL  
STATEMENTS OF THE CENTRAL BANK OF ARMENIA FOR THE PERIOD OF 2019-2021

The Central Bank of Armenia announces an open tender for the selection of an External Auditor for the audit of the financial statements of the Central Bank of Armenia for the period of 2019-2021.

***1. The bidders shall present the following information:***

1. tender participant details (company name, address, telephone);
2. license requisites;
3. working experience of the company (including experience with central banks);
4. qualifications and working experience (including experience with central banks) of the staff expected to participate in the audit;
5. scope of audit;
6. time-frame of the audit engagement (including the time-frame of the interim audit) and deadline for providing the audit opinion;
7. audit fees;
8. estimate of the days and hours to be spent (onsite and offsite) by each member of the audit team;
9. document certifying the advance payment for public tender;
10. any additional information (including the possibility and scopes of technical and consulting support).

***The proposal must contain a three-year cooperation program.***

***If the External auditor decides to participate in the tender for the second term of three years, the audit engagement partner should be rotated.***

***If the External auditor decides to participate in the tender for the second term of three years, the audit engagement partner should be rotated.***

***An external auditor who has been carrying out an audit of the Central Bank's financial statements for six consecutive years can't participate in the competition.***

***2. The Terms of the Tender.***

1. The Auditor's report should be presented to the Board of the CBA not later than March 21 of the year following the audit of the financial statements, and the “Management Letter” not later than May 1 of the following year.
2. Foreign participants may submit the proposals in English.
3. Both the Auditor’s report and the “Management Letter” should be composed in Armenian and English and should have equal legal power.

The proposals along with all the necessary documents should be submitted to the CBA by September 20, 2019, 5:00 p.m., in sealed envelopes.

The tender will take place at the CBA premises, Vazgen Sargsyan 6.

The primary terms of the contract with the winner of the open tender should correspond with the published terms of the open tender.

### ***3. Preparation of the bids.***

1. For participation in the tender, the participant (Bidder) shall submit a bid. The bid is the proposal of the Bidder submitted based on the present request.
2. The information and documents in the proposal shall be submitted in two closed and conglutinated envelopes. The authorized person shall sign the envelopes and the documents prepared by the Bidder.

*The following shall be written on the first envelope of the proposal:*

1. “The Central Bank of the Republic of Armenia, Vazgen Sargsyan 6, Yerevan, 0010”;
2. “A public request for proposal for the selection of an External Auditor for the audit of the financial statements of the Central Bank of Armenia for the period of 2019-2021”;
3. “Financial offers of the proposal”;
4. “Do not open until the proposals opening meeting”;
5. Bidder’s name, location, telephone or other means of contact.

The first envelope of the proposal shall contain only the service fees of the public tender offered by the Bidder.

*The following shall be written on the second envelope of the proposal:*

1. “The Central Bank of the Republic of Armenia, Vazgen Sargsyan 6, Yerevan, 0010”;
2. “A public request for proposal for the selection of an External Auditor for the audit of the financial statements of the Central Bank of Armenia for the period of 2019-2021”;
3. “Do not open until the proposals opening meeting”;
4. “Technical terms of the proposal”
5. Bidder’s name, location, telephone or other means of contact.

The second envelope of the proposal shall contain all other technical conditions, information and documentation (all relevant conditions and information except pricing conditions, but including the scope and terms of the audit, auditor’s report presentation time-frames and all other information and documentation required by public request for proposals).

### ***4. Bidders’ Participation in the Opening of the Proposals and Reviewing the Results.***

1. Open tender participants and their representatives can be present at the opening and reviewing of the proposals based on a respective reference on accepting the proposal signed and sealed by the Document Circulation Unit of the Administration of the CBA. They can familiarize themselves with the minutes of tender meetings and make their copies.
2. The envelopes containing the “Technical terms of proposal” will be opened on September 26, 2019, at 5:00 p.m. The evaluation of the technical terms of proposal and the opening of envelopes containing the “Fees” will be held on October 11, 2019, at 5:00 p.m.

3. The evaluation of the financial offers and the meeting to finalize the results of the tender will be held on October 15, 2019, at 5:00 p.m. The tender participants will be informed in writing of the results of the selection by October 16, 2019.
4. Before selecting the winner the participants may be required to submit additional information and documents.

**5. *Advance payment size, scheme and time-frames for participation in a public tender***

1. The bidder must make an advance payment of 1,000,000 AMD for participation in the tender.
2. The bidder has the right to request the approval of the acceptance of the payment made for tender before submitting a proposal, which will be addressed within 3 working days after receiving the request.
3. Payment should be transferred to the account of the Central Bank of Armenia (N 103004617025), while payment order should be presented in the second envelop of the proposal.
4. In case the public tender is canceled, the payment will be reimbursed. Payment will also be reimbursed to those participants who have not won. The payment size indicated in this section will be refunded within 5 working days after signing the protocol of the tender results or tender cancelation.
5. The payment made by the winner will be refunded within 5 working days after signing the contract in accordance with the terms specified in clause 9 of this request.
6. In case the winner avoids signing the contract in accordance with the terms specified in clause 9 of this request or protocol of the tender results, the payment made for participation will not be reimbursed.
7. In case the Central Bank of the Republic of Armenia avoids signing the contract in accordance with the terms specified in clause 9 of this request, it must repay twice the amount paid for tender participation and compensate the actual expenses incurred by the winner.

**6. *Terms of bid submission.***

1. The bids should be handed in person or sent by post, in a registered letter. The Document Circulation Unit (DCU) of the CBA shall accept the proposals.
2. The Bidders wishing to participate in an open tender can withdraw their bids (waive participation) before the deadline for submission. Amendments in the proposal shall be made in compliance with the procedure set forth by the present request for the submission of the proposals: by means of adding the word ‘amendment’ on the relevant envelope. In case of withdrawal, the relevant notification may be sent by post or fax.

**7. *Amendments and Additions to the Request for Proposal, waiver of Participation.***

1. Where needed, the CBA will introduce amendments and/or additions to the terms of the tender (hereafter referred to as amendment to the request) and to the proposals opening date and timing. All Bidders having received the request shall be notified about such a change to the request for proposal.
2. Amendments to the request for proposal can be made before the day of opening the proposals. In case of public notice on the amendment to the request for proposal, the Bidders shall have the right to make further changes to the proposals within a 30-day period as established herewith. In case of change to the request for proposal, the CBA shall not be liable for the risk of losses the Bidders may incur.
3. Any addition to the request for proposal is allowed unless it alters essential terms and conditions laid down in the announcement on the request for proposal.

***8. The procedure of receiving clarifications regarding Tender Documentation.***

1. The Bidder has the right to request clarifications on the proposal from the CBA. For this purpose, the Bidder can apply to Mr. Ara Chalabyan, the CBA Chief Audit Executive. The request for clarification should be submitted no later than at least 5 business days prior to the deadline for acceptance of the proposals.
2. The CBA shall give clarification within 2 business days upon request. The clarification shall be communicated in writing among all the Bidders.
3. No clarification shall be given in case the request is either submitted with the violation of the terms specified in point 1 of the present clause (8) or the request is not within the scope of the RFP content.

***9. Selection of the Bid winner.***

1. The Board of the CBA shall determine the winner among the Bidders who have submitted the best proposals.
2. The winner will be the participant who have submitted the best conditions as concluded by the Bid Committee.
3. The agreement with the winner will be signed by October 31, 2019.
4. Any disagreement on accounting treatments and audit procedures between the Central Bank and the External Auditor should not be a ground for termination of the contract.

The procedure for the public tender is available on the CBA website.