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Annex 3.4

TECHNICAL PROPOSAL FORM

Tender Specifications AQ 3\2024

Please provide (*Please add lines if necessary*).

1) Firm Experience:

Tenderers should briefly describe the Firm Experience for the proposed the Auditing Services for Verification of Expenditures.

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Signature of the tenderer' Legal Representative

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2) Staffing Qualifications

Tenderers should provide an overview of the company/firm structure, including:

- *Total numbers of employees and the number of employees engaged in external audit services.*
- *Details of the key staff identified to work with the BO to deliver the external audit service..*

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Signature of the tenderer' Legal Representative

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3) Contract delivery

Tenderers should describe how they would propose to work to deliver the service required including:

- *Details of how you will meet the service requirements, particularly in relation to meeting the audit timescales identified.*

- A copy of your proposed Service Level Agreement as a separate document within your Tender.
- details of how you would aim to ensure continuity of staff involved in the audit (particularly at a senior level).

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Signature of the tenderer' Legal Representative

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4) Confidentiality:

Tenderers should describe how they would propose the basic arrangements to guarantee the confidentiality of audit elements when required (documents, checklists, contracts, records of meetings, audit reports).

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Signature of the tenderer' Legal Representative

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