

REQUEST FOR QUOTATION

Certificate on Financial Statements (CFS)

EU Grant Agreement No. 101253266 — PPRD East 4

1. Contracting organisation

Organisation: Corpo Italiano di Soccorso dell'Ordine di Malta (CISOM)

Address: Via dei Condotti 68, Roma 00187, Italy

VAT #: IT17978501009

PIC: 929959274

Role in consortium: Beneficiary PPRD East 4

Contact for this RFQ: Lorenzo Massucchielli – pprdeast4@cisom.org

2. Background

CISOM is a partner in the consortium implementing the project "Prevention, Preparedness and Response to natural and human-induced disasters in the Eastern Partnership countries – PPRD East 4" (Grant Agreement No. 101253266), funded by the European Commission under the Union Civil Protection Mechanism (UCPM).

The consortium is led by Fondazione CIMA (Coordinator) and includes the Ministry of Interior of the Slovak Republic (MoI SR) and CISOM as co-beneficiaries. Each beneficiary procures an independent auditor separately.

Project duration: 48 months

CISOM maximum grant amount: EUR 1,609,394.48

Granting authority: European Commission / UCPM

3. Scope of services

CISOM requires a qualified external auditor to produce a Certificate on the Financial Statements (CFS) in accordance with Article 24.2 of the Grant Agreement and the Data Sheet (Point 4.3).

3.1 Contract duration

The contract will cover the full duration of the project (until 31 October 2029). The selected auditor is expected to provide up to 5 CFS, one per reporting period, in accordance with the schedule set out in the Data Sheet (Point 4.2), and a final comprehensive CFS:

Reporting Period	Coverage	Report submission deadline
RP1	Month 1–12 (Nov 2025 – Oct 2026)	30 November 2026
RP2	Month 13–24 (Nov 2026 – Oct 2027)	30 November 2027
RP3	Month 25–36 (Nov 2027 – Oct 2028)	30 November 2028
RP4	Month 37–48 (Nov 2028 – Oct 2029)	30 November 2029
FINAL	Whole project	15 December 2029

CISOM reserves the right to request fewer certificates should the EU contribution threshold of EUR 325,000 not be reached in a given reporting period.

3.2 Certificate on Financial Statements (CFS)

The CFS (as per the document attached) is required at each reporting period in which the requested EU contribution reaches or exceeds EUR 325,000 (standard beneficiary-level threshold). Given CISOM's budget of EUR 1,609,394.48 over 4 reporting periods, the CFS will almost certainly be triggered.

The auditor must:

- Verify that costs declared in CISOM's financial statements are eligible under the Grant Agreement
- Verify that costs are based on actual expenditure, properly documented and traceable in CISOM's accounting system
- Issue the CFS using the template attached
- Carry out the verification according to the highest professional standards (Directive 2006/43/EC)
- Issue the certificate in English

3.3 Periodic eligibility review

In addition to the CFS, the selected auditor shall provide a periodic eligibility support on a bimonthly basis (every two months) throughout the project duration. Each review shall assess the eligibility of costs incurred in the preceding period against the conditions set out in the Grant Agreement and flag any issues requiring corrective action prior to the submission of the periodic report. The auditor shall provide direct support (online or onsite) and deliver a written summary note following each review.

4. Auditor eligibility requirements

In accordance with Article 24.2(a) of the Grant Agreement, the auditor must:

- Be a qualified approved external auditor, independent from CISOM and from any CISOM service provider
- Comply with Directive 2006/43/EC (EU Statutory Audit Directive) or comparable equivalent standards
- In Italy: be registered in the Registro dei Revisori Legali (Ministry of Economy and Finance)
- Have demonstrated experience auditing EU-funded projects (Horizon Europe, ECHO, EuropeAid, INTERREG, UCPM or comparable)

- Be able to issue the certificate in English using the official EC Portal template

5. Quotation content

5.1 Technical offer

- Brief firm profile and relevant EU-project audit experience
- CV(s) of assigned auditor(s)
- Proposed methodology and estimated timeline
- At least 3 references for comparable EU-funded project audits (project name, granting authority, year, contact)

5.2 Financial offer

- Total contract fee (all-inclusive ceiling: EUR 40,000 excl. VAT). Bidders are encouraged to submit their **best value offer** below the ceiling of EUR 40,000 excl. VAT. The total contract fee is inclusive of all the points identified in the point 3 “Scope of Services”.

6. Evaluation criteria

Criterion	Weight	Pass/Fail
Registration in Registro Revisori Legali (or EU-equivalent qualification)	—	Pass/Fail
Independence from CISOM	—	Pass/Fail
Experience with EU-funded project audits (min. 3 references)	20%	—
Technical methodology and understanding of EC/UCPM grant rules	20%	—
Quality and seniority of assigned auditor(s)	20%	—
Enhancement or innovative working methodologies	10%	
Price — total offer vs. ceiling of EUR 40,000	30%	—

7. Submission instructions

Submission deadline: 10 July 2026

Submission format: PDF, by email

Send to: pprdeast4@cisom.org

Subject line: RFQ – CFS Auditor – PPRD East 4 / CISOM – [Firm Name]

Questions deadline: 26 June 2026 – written questions only, to the above address

CISOM will evaluate all compliant offers and notify the selected auditor by **11 September 2026**.

CISOM reserves the right to request clarification, to reject any or all offers, and to cancel this procurement at any time without liability.