
Open Call for Auditing Services

NGO DOKUFEST invites auditing companies to submit proposals to audit our financial statements.

- **Date of Publication:** 11 November 2024
- **Deadline for Submission of Offers:** 11 December 2024
- **Completion Date for Audit:** 7 March 2025

1. About DokuFest

Founded in 2002, DokuFest is a non-governmental organization based in Prizren, Kosovo, dedicated to revitalizing cinema and cultural life in the region. Over the years, it has evolved into the leading documentary and short film festival in Southeast Europe. DokuFest is a BAFTA-qualifying festival for short films since 2019 and became a nominating festival for the European Film Academy (EFA) in 2022.

In addition to organize the festival, DokuFest for whole decade is implementing other projects within the year, which are mainly related to the use of documentaries as educational tools for various issues that exist in our society, including the creation of cinemas clubs and ,media the first high schools in Kosovo.

Today thanks to the tireless commitment of generations of young people who have contributed to the growth of DokuFest, the city of Prizren is among the 10 European cities with the largest number of cinemas per capita. Dokufest has managed to educate whole generations of young filmmakers, which has contributed to the internationalization and extraordinary success of Kosovar cinematography.

2. Scope of Work / Deliverables

DokuFest invites qualified auditing firms to submit offers for conducting a financial audit of our organization's statements for three consecutive fiscal years (2024, 2025, and 2026). The audit must comply with International Auditing Standards (IAS),

Duration: The selected audit firm will perform audits for DokuFest for the three fiscal years mentioned.

- **Additional Project Audits:** The selected firm may also conduct specific project audits upon request by either a donor or specific project, provided the request falls within the contract period.
- **Deliverables:** Annual final reports, in both Albanian and English, must be submitted by 7 March each year.
- **Terms of Reference:** TOR will be an integral part of the contract.

3. Required Submission

Interested applicants must submit the following:

1. **Proposal:**
 - General audit plan
 - Proposed timeline
 - Service pricing, inclusive of VAT
2. **Supporting Documents:**
 - Business registration certificate
 - Tax registration certificate
 - Licenses authorizing audit services
 - References for similar audits conducted
 - CVs of auditors assigned to the project

Submission Instructions

Service Providers must send their offers, together with all necessary documents, by December 11, 2024, 4:00 p.m.

All interested and eligible audit form must submit their financial bids in electronic form to following address: procurement@dokufest.com

For any questions, you can send me a request via email at this address: procurement@dokufest.com. Applications are accepted until December 11, 2024.