

## CEE Bankwatch Network

Prague, February 11<sup>th</sup> 2008

### Procurement Notice No. 7/2008

***A company is sought to provide finance assistance services for CEE Bankwatch Network in 2008.***

The Notice refers to **services** to be procured from a company based in an EU country.

Specifically, the company will provide the following services:

- revision of financial reports
- entering data into accountancy software
- maintaining and updating databases
- general administration and paper work
- preparation for Bankwatch's general and project-specific audits

Company profile:

- At least 3 years relevant experience in the field;
- The ability to communicate in English.

Submission Requirements: Responses to the notification (not exceeding 3 pages, excluding CVs) are to be submitted in English by email to [main\(at\)bankwatch.org](mailto:main(at)bankwatch.org) no later than the closing date.

Submission of a tender implies acceptance of the terms and conditions set out in the draft contract. The contract will not exclude the possibility of Bankwatch to acquire these services through other means. The contract is made for the period March – December 2008. The contract can be extended, provided that the results of the work and services are satisfactory.

The **closing date** for the submission of tenders is **February 25<sup>th</sup> 2008**, end of business day, Central and Eastern European time.