

Call for Tenders – Framework contract:
Accounting, Tax and Counselling Services

Post title: **Framework contract for Accounting, Tax and Counselling Services**

Location: EU

Starting date: As Soon as possible and for a period of 3 years

ABOUT THE ORGANISATION

The Institute of European Democrats (IED) - ASBL, is a non-profit association based in Brussels and has been established in September 2007 as an independent Research Institute. The Institute of European Democrats is an innovative European political and cultural Research Institute that offers fresh political ideas as well as a strong and respected cultural background to the European Democratic Party (EDP) to which it is formally affiliated.

ABOUT THE CALL FOR TENDERS

The IED is seeking to engage in a long-term partnership for **Accounting, Tax and Counselling Services** to support the operational activities of the Institute.

The IED is funded by the European Parliament and is being regulated under the Regulation (EU, Euratom) No 1141/2014.

This call is also regulated under Article II.9 of the Funding Agreement between political parties and foundations and the European Parliament.

TENDER REQUIREMENTS

The call for tenders shall cover point 1 (Accounting and tax missions) and point 3 (Counselling). An optional offer for point 2 (Control missions) may also be considered in addition to the offer for point 1 and 3.

1. Accounting and tax missions

a) Coding and follow-up of the accounting

- Periodic coding of accounting information; purchases invoices, banks statements, petty cash, salaries, depreciations, loans, etc.
- Set up of a control process of the accounting and reconciliation of accounts; projects, contracts, subcontractors, current accounts, salaries, loan, etc.

b) Year-end closing

- Establishment of year-end accounting bookings (reconciliation, provisions, accruals, etc.)
- Establishment of annual accounts for publication
- Legal books maintenance

c) Establishment and follow-up of association tax returns

- Establishment of association tax returns and relevant attachments
- Introduction of complaints or ruling to the tax authorities

d) Preparation and assistance during audits

- Preparation of circularisation
- Preparation of various reconciliations
- Assistance during the annual audit (BE GAAP and IFRS) conducted by external Auditors contracted by the European Parliament
- Assistance during account closure and verification of documents conducted by the Authority for European Political Parties and European Political Foundations and the Financial Department of the European Parliament

2. Control missions

a) Preparation and follow-up of reporting

- Establishment and follow-up of periodic financial reporting

b) Setting-up of analytical accounting

- Analysis of needs in terms of cost centre and projects
- Creation of analytical chart of accounts

c) Assistance during the establishment of budgets

- Assistance in the preparation of budgets
- Assistance in the set up and the follow-up of internal control process
- Follow-up of budgets
- Set up of a comparison between budgets and reality

3. Counselling

a) Assistance in fulfilling the entity's obligations regarding the UBO register

- Fulfilment of the entity's obligations regarding the UBO register as an agent:
 - Updating of the information in case of any subsequent changes,
 - Any other related duties

EVALUATION CRITERIA

The elements we will consider determining the best value for money are:

- Contractor's references
- Technical and professional capacity
- Contractor's availability and technical capacity to react timely to requests
- Ability to communicate using different languages, especially English and French
- Time needed to provide requested deliverables
- Legal and regulatory capacity (Proof of enrolment in a relevant trade or professional register)
- BE GAAP expertise
- IFRS expertise
- Familiarization or experience with the European Parliament' funding rules
- Price and economic advantage

TENDERING PROCESS

Interested contractors/suppliers should submit their offer, together with their portfolio to show eligibility to the tender requirements and its Annex, no later than midnight (CET) on 25 August 2023 to:

procurements@iedonline.eu

with the subject line "**Proposal_IED Call for tenders Accounting, Tax and Counselling Services**".

Your personal data will be processed solely by IED and only for the purpose specified in this call. It will be stored safely and securely following the GDPR laws. To ensure GDPR compliance please include the following sentence to the body of your email confirming your consent: "I agree to the IED processing my data for the purpose of the Call for Tenders procedure".

Review of the offers and tenders is scheduled to take place between 26 and 31 August 2023.