

Request for Offers / Call for Tenders

Post title: Long-term contract for Audit, Tax and Consulting Services
Location: Europe
Contract Amount: Above 10.000 EUR or above 60.000 EUR over 4 years
Starting date: As Soon As Possible in 2020 and for a period of 4 years

About the Organisation

The European Free Alliance (EFA) is a European Political Party, composed of forty-seven member parties across Europe. It works in close collaboration with its youth branch, EFAY and with the Coppieters Foundation, its think-tank foundation; as well as with the EFA group in the European Parliament and the European Alliance Group in the Committee of the Regions.

The core value of EFA is the promotion of the right to self-determination of peoples and nations in Europe and the world. EFA is headquartered in Brussels.

About the Call for Tenders

EFA is seeking to engage in a long-term partnership for Audit, Tax and Consulting Services to support the organisation's operational activities.

EFA 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

1. Financial Accounting Services
 - Off-site or on-site (in EFA office in Brussels, if needed) assistance;
 - Quarterly review of accounting documents (purchases, sales, payroll, Mastercard expenses and financial statements) in the accounting system (preferably Exact Online) for the preparation of Quarterly VAT declaration.
2. Tax
 - Preparing and filing of the Quarterly VAT return (Special VAT return);
 - Preparing and filing of the Annual VAT Listing;
 - Preparing and filing of the Tax returns (Direct tax and Patrimony tax);
 - Preparing and filing of the fiscal tax forms 281.50 (Fees) in Belgium;
 - Special assistance that may be requested for financial or tax matters (consulting).
3. Audit and Consulting
 - Year-end internal account closure and verification;
 - Assistance during the annual audit (BE GAAP) conducted by an external audit firm contracted by the European Parliament;
 - Assistance during the annual audit (IFRS) conducted by an external audit firm contracted by the European Parliament;
 - Ad hoc assistance during account closure and verification of documents by the Financial Services of the European Parliament;
 - Assistance during tax and administrative audits.

Submit price offers on the basis of per hour rate for the following or its equivalent titles (positions) in your company to support the tender requirements:

- Secretariat/Junior Professional
- Senior Professional
- Manager
- Director
- Partner
- Tax Expert (IPM matters)
- IFRS Expert (if separate)

Evaluation Criteria

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

- a) Contractor's availability and technical capacity to react timely to requests
- b) Ability to communicate using different languages
- c) Time needed to provide requested deliverables
- d) BE GAAP expertise
- e) IFRS expertise
- f) Familiarization or experience with the European Parliament' funding rules
- g) 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 **30 November to: info@e-f-a.org with the subject line "EFA Long-term Finance agreement 2020"**.

Your personal data will be processed solely by EFA 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 European Free Alliance processing my data for the purpose of the Call for Tenders procedure".

Review of the offers and tenders is scheduled to take place during the 1st week of December 2020.

Note that European Free Alliance is an equal opportunity employer and does not discriminate on the basis of origin, religion, gender, disability, and/or sexual orientation. We welcome tenders from women and/or individuals from minority or marginalised groups.

ANNEX FOR EVALUATION OF THE OFFERS:

SERVICE EVALUATION:

1. Accounting Services

- a) EFA works in a decentralised manner with partners all over Europe, while its Secretariat office is located in Brussels, Belgium.

EFA follows a double-entry bookkeeping. Currently, the organisation uses an online software: Exact Online. Accounting transactions is approximately 250 entries per quarter. The approximate budget for 2021 is EUR 1.5M which is 90% funded by the European Parliament.

Description	Yes	No
Are you in the position to provide or assign assistance on-site (Brussels) and off-site (when needed)?		
Are you in a position to carry out quarterly review of postings and bookings in EFA's online accounting system?		
Do you have a prior experience using Exact Online?		

- b) Availability of the supplier.

Description	Yes	No
Can you provide the above-mentioned services?		

- c) Time needed to provide the service requested.

Description	Please identify in terms of number of hours
How many hours, on average, to set up the system or get acquainted with the existing system?	
How many hours, on average, <u>per a quarter</u> would it entails you to support the review of documents, bookings and entries?	
Provided you don't have personnel already based in Belgium, how long would it take you to start delivering the service? <i>(provide answer only when applicable)</i>	

- d) Price and Economic Advantage

Description	Please use EUR
What is the average fee per hour you would charge for the provision of this service? Please split from Junior to Senior positions.	

2. Tax

- a) Having been registered as ASBL (VZW) in Belgium, EFA follows the BE GAAP reporting guidelines and compliances, hence, VAT and other legal and tax obligations in Belgium is being followed and complied with.

Description	Yes	No
Are you in a position to prepare and file the Quarterly Special VAT return?		
Are you in a position to prepare and file the annual VAT Listing?		
Are you in a position to prepare and file the annual tax returns?		
Are you in a position to prepare and file the fiscal tax forms 281.50?		
Are you in a position to provide ad hoc tax and reporting assistance?		
Do you have prior experience of handling ASBL/VZW?		

- b) Availability of the supplier.

Description	Yes	No
Can you provide the above-mentioned services?		

- c) Time needed to provide the service requested.

Description	Please identify in terms of number of hours
How many hours, on average, to set up the system or get acquainted with the existing system?	
How many hours, on average, <u>per year</u> would it entails you to support the VAT and tax reporting and compliances of EFA?	
Provided you don't have personnel already based in Belgium, how long would it take you to start delivering the service? <i>(provide answer only when applicable)</i>	

- d) Price and Economic Advantage

Description	Please use EUR
What is the average fee per hour you would charge for the provision of this service? Please split from Junior to Senior positions.	

3. Audit and Consulting

- a) In addition to ABSL/VWZ registration, EFA is a European political party recognised and funded by the European Parliament. BE GAAP audit is being conducted annually by an external audit firm contracted by the European Parliament. And in 2018, in addition to BE GAAP audit, IFRS audit was required and started. Both audits are conducted by the external auditing firm. Hence, the role of the contractor/supplier is to assist EFA during these annual audits.

EFA undergoes yearly internal financial closure and verification to prepare its books for BE GAAP and IFRS audits and subsequently controlled for compliance with Regulation 1141/2014 of the European Union. This activity is usually conducted every January.

The BE GAAP audit is usually scheduled on the 1Q of the following year. External auditors conduct an approximately 4-day on-site audit at the EFA office in Brussels. The contractor/supplier is requested to assist on-site for an at least 1 day.

The IFRS audit is usually conducted off-site and is currently performed after the BE GAAP audit.

Description	Yes	No
Are you in a position to provide year-end closure and verification of EFA's books?		
Are you in a position to provide assistance off-site and onsite for the BE GAAP annual audit?		
Are you in a position to provide assistance off-site and onsite for the IFRS annual audit?		
Are you in a position to provide ad hoc BE GAAP and IFRS assistance?		
Do you have prior experience of handling European political party/ies or foundation/s?		
Do you have prior experience of handling ASBL/VZW funded by the European Union		
Are you able to provide these services in different languages other than EN, NL and FR?		

- a) Availability of the supplier.

Description	Yes	No
Can you provide the above-mentioned services?		

- b) Time needed to provide the service requested.

Description	Please identify in terms of number of hours
How many hours, on average, to set up the system or get acquainted with the existing system?	
How many hours, on average, <u>per year</u> would it entails you to provide support for BE GAAP audit?	
How many hours, on average, <u>per year</u> would it entails you to provide support for IFRS audit?	

Provided you don't have personnel already based in Belgium, how long would it take you to start delivering the service? <i>(provide answer only when applicable)</i>	
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c) Price and Economic Advantage

Description	Please use EUR
What is the average fee per hour you would charge for the provision of this service? Please split from Junior to Senior positions, when applicable.	