



Request for Offers / Call for Tenders  
Post title: Long-term contract for Accounting, auditing and tax Services  
Location: Europe  
Contract Amount: Above 10.000 EUR or above 60.000 EUR over 5 years  
Starting date: 1 January 2025

## ABOUT THE ORGANISATION

The European Democratic Party (EDP), founded in 2004 by François Bayrou and Francesco Rutelli, is a centrist European political party that brings together political parties and MEPs who want a Union that is closer to the citizens who live in it. As a transnational political movement, the EDP aims to build a European democracy rooted in the shared values of peace, freedom, solidarity and education, with the ambition of proudly affirming its culture in the world of the future.

## ABOUT THE CALL FOR TENDERS

The European Democratic Party is seeking a long-term partnership for Accounting, Auditing and Tax Services to support the organisation's operational activities.

The EDP 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 points 1 and 3.

### 1. Accounting and tax missions

#### a. Coding and follow-up of the accounting (BE GAAP and IFRS)

- 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.)

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#### EUROPEAN DEMOCRATIC PARTY

Rue Montoyer 25  
1000 Bruxelles  
Belgique

+32 2 213 00 13  
[info@democrats.eu](mailto:info@democrats.eu)  
[www.democrats.eu](http://www.democrats.eu)

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- 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
- Drafting and filling of the annual accounts for the BNB (Banque Nationale de Belgique)

*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:

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- Updating of the information in case of any subsequent changes,
- Any other related duties

## EVALUATION CRITERIA

The elements we will consider determining the best price-quality ratio are:

- Contractor's availability and technical capacity to react timely to requests (20%)
- Ability to communicate using different languages, especially English and French (5%)
- BE GAAP expertise (30%)
- IFRS expertise (10%)
- Familiarization or experience with the European Parliament' funding rules (15%)
- Price and economic advantage (20%)

The exclusion criteria are set out in Annex II: Declaration on the tenderer's honour concerning the exclusion and selection criteria. This declaration must be completed and signed by the tenderer.

Only tenderers (all participating entities, including subcontractors and consortium members) which are not in one of the situations listed in Annex II, including

- Bankruptcy or suspension of payments
- non-payment of taxes or social security contributions;
- grave professional misconduct
- fraud, corruption, involvement in a criminal organisation, etc;
- serious breach of contract

can participate in this tender process.

EDP is interested in a long-term relationship and will offer a 5-year contract (accounts for the following years 2025, 2026, 2027, 2028 and 2029). For the 2029 accounts, the contract will end when the European Parliament formally approves the 2029 accounts.

## TENDERING PROCESS

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Please apply by sending a detailed proposal in French or English, including all the below elements:

1. Overview of your company/consultant, including its background, experience, and expertise in providing accounting and tax services
2. Annex I – Pricing template
3. Annex II – Selection and exclusion criteria

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 1 September 2024 to: [procurement@democrats.eu](mailto:procurement@democrats.eu) with the subject line " EDP Long-term Accounting agreement".

Your personal data will be processed solely by EDP 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 Democratic Party 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 2<sup>nd</sup> week of September 2024.

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