



Ref.: EDAC202211024

Brussels, 18/11/2022

**Subject: Ex-ante publicity notice for the negotiated procedure 22.CSD-FIN.NP3.407
“Accounting support services and expertise”**

To whom it may concern

The European Defence Agency (EDA) will shortly launch a call for tenders for the award of the above mentioned low value contract.

Should you be interested in being invited in the above mentioned call for tenders, please follow the instructions below.

In order to help you assess whether the envisaged contract is of your interest, the following information is hereby communicated.

Outline description of the envisaged contract	
Type of contract	<ul style="list-style-type: none">• Service• Direct contract
Lots	N/A
Maximum estimated budget available for the contract	EUR 58 000
Duration of the contract	9 months
Subject matter of the contract	In the context of the financial year closing and the establishment of its financial statements, EDA is seeking support services and expertise in the domain of IPSAS based accounting, as well as modified-cash accounting.

	<p>The EDA requires to establish financial statements for its General Budget, Additional Revenue, as well as for projects it is managing.</p> <p>The Agency is using ABAC, SAP and Microsoft Dynamics AX as financial accounting systems.</p>						
<p>Participation in the negotiated procedure</p>	<p>Participation in EDA’s public procurement procedures is open on equal terms to all natural and legal persons coming within the scope of the EU Treaties. When applying the rules of access to the market, it is the country where the tenderer is established which is to be considered. As regards a natural person, it is the State in which the person has his domicile.</p> <p>EDA procurement procedures are not covered by the WTO Multilateral Government Procurement Agreement (GPA). Tenderers established in third countries (non-EU countries) do not have the right to participate in procurement procedures unless international agreements in the field of public procurement grant them the right to do so. In case there is no such agreement, or the agreement does not apply to the kind of contracts put out to tender, tenderers of third countries are not entitled to participate.</p> <p>The relevant international agreements in the field of public procurement are the Stabilization and Association Agreements (SAA) and the European Economic Area Agreement (EEA). Currently, the following countries have signed and ratified the above Agreements and therefore economic operators established in Iceland, Liechtenstein, Norway, North Macedonia, Albania, Montenegro, Serbia, Kosovo, Bosnia and Herzegovina also have the right to participate in EDA’s public procurement procedures.</p>						
<p>Selection criteria: necessary capacity to implement the contract</p>	<p>Potentially interested economic operators are hereby informed that the following selection criteria will be assessed in the scope of the envisaged negotiated procedure:</p> <p style="text-align: center;">Economic and financial criteria</p> <table border="1" data-bbox="451 1357 1406 1962"> <thead> <tr> <th data-bbox="451 1357 767 1462">Criterion</th> <th data-bbox="767 1357 1094 1462">Minimum capacity</th> <th data-bbox="1094 1357 1406 1462">Evidence/supporting documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 1462 767 1962">Economic and financial capacity</td> <td data-bbox="767 1462 1094 1962">Minimum annual turnover of 100 000 EUR for the last financial year for which accounts have been closed.</td> <td data-bbox="1094 1462 1406 1962">Declaration on honour (the tenderer must undertake to submit to EDA evidence of their economic, financial, technical and professional capacity that EDA considers necessary to perform its checks, within fifteen calendar days following the receipt of EDA's request).</td> </tr> </tbody> </table>	Criterion	Minimum capacity	Evidence/supporting documents	Economic and financial capacity	Minimum annual turnover of 100 000 EUR for the last financial year for which accounts have been closed.	Declaration on honour (the tenderer must undertake to submit to EDA evidence of their economic, financial, technical and professional capacity that EDA considers necessary to perform its checks, within fifteen calendar days following the receipt of EDA's request).
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Technical and professional criteria

Criterion	Minimum capacity	Evidence/supporting documents
Contract references on accounting services, provided to EU institutions or agencies, preferably in the context of the annual closing of accounts	At minimum 3 references in the last 5 years, of which at least 1 reference concerns accounting services in the context of the annual closing of accounts. All references must have a budget that is at the same level or higher than the envisaged budget for this tender.	A detailed description for each assignment with indication of the volume in terms of budget and person days, providing reference contact details of the concerned EU institution or agency.
Minimum number of permanent staff (excluding temporary staff, subcontractors and freelancers) with an accounting degree and an IPSAS certification, as well as professional experience and knowledge of SAP as financial accounting system.	At minimum 15 permanent staff members	Declaration on honour, in addition to the following evidence: 3 relevant CVs (with an accounting degree, IPSAS certification and SAP experience) with a professional experience of min. 4 years in public sector accounting and annual accounting closing. 2 relevant CVs (with an accounting degree, IPSAS certification and SAP experience) with a professional experience of min. 8 years in public sector accounting, in leading annual accounting closing assignments and establishment of financial statements

NB Whilst no documents need to be submitted at this stage to prove that the above criteria are met, potentially interested economic operators are strongly advised to verify that they fully comply with the announced criteria.

Indicative date for launching the negotiated procedure	Invitation to submit tenders will be electronically sent to economic operators indicatively by 05/12/2022
Indicative time schedule for signing the contract	The envisaged contract will be signed indicatively by 23/12/2022

If you are interested in being invited in the above mentioned call for tenders, please reply to this ex-ante publicity notice by sending via email the filled-in **Reply Form**. Such Reply Form shall be sent to no later than **02/12/2022 – at 17h00** (Brussels time) to the following EDA functional mail box:

procurement@eda.europa.eu

No evaluation is performed at this stage. All the economic operators who have expressed their interest to participate in this procurement procedure within the above-mentioned deadline will be subsequently invited to submit a tender. The contracting authority reserves the right to also invite economic operators not included in the list of interested economic operators who responded to this ex-ante publicity.

Only the candidates invited by the contracting authority to participate in this procurement procedure will be admissible.

This publicity is in no way binding for the EDA. The EDA's contractual obligation commences only upon signature of the contract with the successful tenderer.

Submission of an expression of interest implies acceptance of receiving the invitation to tender by electronic means. **It is the tenderer's responsibility to provide a valid e-mail address together with their contact details in the Reply Form and to check their e-mail regularly.**

We look forward to receiving your expression of interest.

Annex: Reply Form (Expression of interest)

REPLY FORM (Expression of interest)

Please return the present page duly filled in to the following e-mail:

procurement@eda.europa.eu

Please indicate in the subject line of the e-mail the title and number of the procedure:

22.CSD-FIN.NP3.407 - Accounting support services and expertisetitle

Name of the Company	
Title, first name and last name of contact person, and Function within the Company	
Address of the Company (including post code, town, country)	
Telephone: (with international prefix)	
E-mail of the contact person ¹	

Upon reception of your expression of interest, your personal data will be recorded and further processed by EDA for the sole purpose of drawing up list of interested economic operators that will be invited to take part in the present negotiated procedure. Such data will be processed by EDA in accordance with Regulation (EU) No 2018/1725², pursuant to Article 31 of Council Decision (CSFP) 2015/1835.

Details concerning processing of your personal data are available in the privacy statement at the page:

<http://www.eda.europa.eu/docs/default-source/procurement/privacy-statement.pdf>

¹ Where the invitation to tender will be sent.

² Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p.39)