

B-Brussels: ECHO/12/ECHO-AUDIT — financial audit services

OJ S 20/2012 31/01/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Directorate-General for Humanitarian Aid and Civil Protection — ECHO

Postal address: rue de la Loi 200

Town: Brussels

Postal code: 1049

Country: Belgium

For the attention of: Ewa Nowara

E-mail: ewa.nowara@ec.europa.eu

Telephone: +32 22954121

Fax: +32 22957483

Additional information can be obtained from:

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority

European institution/agency or international organisation

I.3. Main activity

Other: Humanitarian Aid

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

ECHO/12/ECHO-AUDIT.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 9: Accounting, auditing and bookkeeping services

NUTS code

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 4

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 1 and 12 000 000 EUR

Frequency and value of the contracts to be awarded: Budget foreseen for both lots in total 4 x 3 000 000 EUR.

II.1.5. Short description of the contract or purchase(s)

2 framework contracts of financial audit services for the DG ECHO partners EC/EFTA and the areas of the world where DG ECHO operates. More information on DG ECHO, locations and audit activities can be found at <http://ec.europa.eu/echo>

II.1.6. CPV code(s)

79200000 Accounting, auditing and fiscal services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

1 framework contract per lot, range between 0 and 6 000 000 EUR per lot estimated over the 4-year foreseen contract duration

Estimated value excluding VAT:

Range: between 1 and 12 000 000 EUR

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 3

II.3. Duration of the contract or time limit for completion

Duration in months: 12 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: ECHO/12/ECHO-AUDIT — lot 1

1) Short description

Provision of audit services on behalf of DG ECHO.

2) CPV code(s)

79200000 Accounting, auditing and fiscal services

3)

Quantity or scope

Framework contract for the provision of audit services on behalf of DG ECHO, foreseen duration maximum 4 years.

Estimated value excluding VAT:

Range: between 1 and 6 000 000 EUR

4) Indication about different time frame or duration

Duration in months: 12 (from the award of the contract)

5) Additional information about lots

See tender specifications.

Lot No: 2

Lot title: ECHO/12/ECHO-AUDIT — lot 2

1) Short description

Provision of audit services on behalf of DG ECHO.

2) CPV code(s)

79200000 Accounting, auditing and fiscal services

3) Quantity or scope

Framework contract for the provision of audit services on behalf of DG ECHO, foreseen duration maximum 4 years.

Estimated value excluding VAT:

Range: between 1 and 6 000 000 EUR

4) Indication about different time frame or duration

Duration in months: 12 (from the award of the contract)

5) Additional information about lots

See tender specifications.

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract**III.1.1. Deposits and guarantees required**

Performance guarantee of 150 000 EUR.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

30 % prefinancing based on the signature of a specific contract, 30 % based on the interim report and 40 % based on the accepted final report.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Participation in the tendering procedure shall be open on equal terms to all persons coming within the scope of the Treaties and to all such natural and legal persons who are nationals of the beneficiary third countries. Tenders from consortia of firms or groups of service providers must specify the consortium structure, as well as the role, qualifications and experience of each member or group.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: See specifications points 9 and 10.

Legal position — means of proof required:

- the tenderer's name and/or business name,
- a clear description of the tenderer's legal form,
- the address of the tenderer's registered office,
- the tenderer's telephone and fax numbers, e-mail address and, where available, Internet address,
- the names of the legal representatives (directors etc.) of the tenderer, authorised to sign contracts with third parties,
- the tenderer's VAT number and trade register entry number.

III.2.2. Economic and financial ability

List and brief description of conditions: — a copy of the financial statement for the last 3 years, signed and complete. In the case of subcontractors as described in Section 8.4 of the specifications, these statements have also to be submitted. If, for some exceptional reason which the Commission considers justified, a tenderer and, in the case the main partners are unable to provide one or other of the above documents, they may prove their economic and financial capacity by any other documents which the Commission considers appropriate.

Examples include bank or other guarantees, degree of capitalisation or financial commitments from third parties. In any case, the Commission must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity. The same information and level of detail is also required for all significant participating subsidiaries and subcontractors,

— evidence of the technical and professional capacity of the service provider(s).

Evidence of the technical and professional capacity of the providers involved in the tender must be demonstrated by the following documents:

Technical capacity:

- a list of the principal services in the field of audits related to the specifications of this tender, provided in the past 3 years, with the amounts, dates, recipients (whether public or private), type of audit (system, financial, etc.),
- where provided to contracting authorities, evidence to be in the form of certificates issued or countersigned by the competent authority, or their equivalent, e.g. references, etc.,
- where provided to private purchasers, delivery to be certified by the purchaser or, failing this, simply declared by the service provider to have been effected.

III.2.3. Technical and professional ability

List and brief description of conditions:

- proof of approval by the competent authorities in the 7 principal countries within which most partners are located (these countries are Belgium, Germany, Spain, France, Italy, Netherlands and United Kingdom) and in a position to also audit in the other countries where ECHO partners are located to carry out statutory audits and verifications of the annual and/or consolidated accounts of companies and/or bodies of undertakings in accordance with the applicable national legislation, in compliance with the 8th Council Directive 84/253/EEC of 10.4.1984 and Annex XXII of the Agreement on the European Economic Area,
- managerial capabilities and structure to support and coordinate such audit operations including the proposed reporting,

- evidence of ability of working/drafting in English/French and Spanish (at field level) as being the working languages of ECHO. All reports will be written in English,
- experience of undertaking a range of audit assignments, e.g. financial (other than statutory) and systems audits, as well as experience of undertaking audits in the non-profit sector.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: yes
Reference to the relevant law, regulation or administrative provision: Legal entities that are compliant with the 8th Council Directive 84/253/EEC of 10.4.1984 and Annex XXII of the Agreement on the European Economic Area.

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

ECHO/12/ECHO-AUDIT.

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 27.3.2012
Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

4.4.2012 - 16:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted
English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender
Duration in months: 7 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 17.4.2012 - 10:00

Place:

rue d'Arlon 88, Brussels, BELGIUM.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: An authorised representative of each tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending a fax or e-mail at least 48 hours in advance to the address given under point I.1 above. This notification must be signed by an authorised person of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
yes

Identification of the project: Council Regulation EC/1257/96 of 20.6.1996, concerning humanitarian aid and Council Decision 2007/779/EC, Euratom of 8.11.2007 establishing a Community civil protection mechanism.

VI.3. Additional information

<http://ec.europa.eu/echo>

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

19.1.2012