

**Luxembourg-Luxembourg: Audit and review procedures for the canteens, bars, restaurants and shops service — CBRS**

OJ S 55/2015 19/03/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Parliament, Directorate-General for Finance

Postal address: plateau de Kirchberg, PO Box 1601

Town: Luxembourg

Postal code: 2929

Country: Luxembourg

For the attention of: Eduard Reijnders

E-mail: [eduard.reijnders@europarl.europa.eu](mailto:eduard.reijnders@europarl.europa.eu)

Fax: +352 4300-27131

**Internet address(es):**General address of the contracting authority: <http://www.europarl.europa.eu>Electronic access to information: <http://www.europarl.europa.eu/tenders/invitations.htm>**Additional information can be obtained from:**

Official name: European Parliament, Directorate-General for Finance

Postal address: plateau de Kirchberg, PO Box 1601

Town: Luxembourg

Postal code: 2929

Country: Luxembourg

For the attention of: José Luis Acedo Castro

E-mail: [dgfins.marches@europarl.europa.eu](mailto:dgfins.marches@europarl.europa.eu)

Fax: +352 4300-20102

Internet address: <http://www.europarl.europa.eu/tenders/invitations.htm>**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: European Parliament, Directorate-General for Finance

Postal address: plateau de Kirchberg, PO Box 1601

Town: Luxembourg

Postal code: 2929

Country: Luxembourg

For the attention of: José Luis Acedo Castro

E-mail: [dgfins.marches@europarl.europa.eu](mailto:dgfins.marches@europarl.europa.eu)

Fax: +352 4300-20102

Internet address: <http://www.europarl.europa.eu/tenders/invitations.htm>**Tenders or requests to participate must be submitted:** Official name: European Parliament, Official Mail Service

Postal address: Konrad Adenauer Building, Office 00D001

Town: Luxembourg

Postal code: 2929

Country: Luxembourg

Contact person: Directorate-General for Finance  
For the attention of: Eduard Reijnders

**I.2. Type of the contracting authority**

European institution/agency or international organisation

**I.3. Main activity**

Economic and financial affairs

**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**

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**II.1. Description**

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

Audit and review procedures for the canteens, bars, restaurants and shops service — CBRS.

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

Services

Service category No 9: Accounting, auditing and bookkeeping services

Main site or place of performance: Brussels, Luxembourg, Strasbourg.

NUTS code

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

The notice involves a public contract

**II.1.4. Information about framework agreement**

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

The European Parliament has decided to issue this invitation to tender to request audit and review procedures for the canteens, bars, restaurants and shops service of the European Parliament in Brussels, Strasbourg and Luxembourg. 3 audit services will be required.

**II.1.6. CPV code(s)**

79211100 Bookkeeping services, 79212100 Financial auditing services, 79212500 Accounting review services

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

The procurement is covered by the Government Procurement Agreement: yes

**II.1.8. Lots**

This contract is divided into lots: no

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

**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: 2

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

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

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

Duration in months: 48 (from the award of the contract)

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

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

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

See points 4 and 5 of the specifications.

#### **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: Point 14.1 of the specifications.

As proof of their status and legal capacity, tenderers must append to their tenders a copy of their articles of association or equivalent document enabling the European Parliament to determine their form and legal capacity to perform the contract. Should the proof submitted not be sufficient for that purpose, the European Parliament may demand other proof during the tender assessment process. Where no such proof is submitted, the European Parliament reserves the right to deem the tender inadmissible.

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: Point 14.2 of the specifications:

- existence of professional indemnity insurance,
- minimum annual total turnover of 1 000 000 EUR (average of the last 3 audited financial years).

#### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Point 14.3 of the specifications:

- tenderers must be entitled, in accordance with the requirements of the Directive 2006/43 /EC of the European Parliament and of the Council on statutory audits of annual accounts and consolidated accounts, to carry out the requested services in Belgium, France and Luxembourg,
- minimum 2 years of experience in audit and related services in the restaurants and shops for public and/or private sector clients,
- the average number of managerial staff and the average number of the persons

responsible for carrying out the audits for the last 2 years with a minimum of 25 in total for both categories together,

— experience as evidenced by the qualifications, both educational and professional, of the firm's managerial staff and those of the persons responsible for carrying out the service. As services must be carried out in English and/or French, the assigned personnel must have knowledge of at least 1 of these languages.

#### **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: Auditors.

##### **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**

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#### **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**

EP/FINS 2014-103.

##### **IV.3.2. Previous publication concerning this procedure**

no

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

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

12.5.2015 - 17:00

##### **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**

Any EU official language

#### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.3.8. Conditions for opening of tenders**

Date: 3.6.2015 - 11:00

Place:

Luxembourg.

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

Information about authorised persons and opening procedure: Limited to 2 persons per tenderer.

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 4 years.

#### **VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **VI.3. Additional information**

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: General Court of the Court of Justice of the European Union

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

Fax: +352 433766

Internet address: <http://curia.europa.eu>

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Interested parties should contact the body responsible for appeal procedures to obtain information on deadline(s) for lodging appeals at <http://curia.europa.eu>

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

Official name: General Court of the Court of Justice of the European Union

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

Fax: +352 433766

Internet address: <http://curia.europa.eu>

**VI.5. Date of dispatch of this notice**

9.3.2015