

B-Brussels: accounting guide for SMEs

OJ S 87/2012 05/05/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Enterprise and Industry DG, Directorate E

Postal address: avenue d'Auderghem 45

Town: Brussels

Postal code: 1040

Country: Belgium

Contact person: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=36>

For the attention of: Joanna Drake, Director

E-mail: entr-financing-innovation-and-smes@ec.europa.eu

Telephone: +32 22969367

Fax: +32 22998025

Internet address(es):General address of the contracting authority: http://ec.europa.eu/enterprise/entrepreneurship/index_en.htmAddress of the buyer profile: <http://ec.europa.eu/enterprise/newsroom/cf/newsbytheme.cfm?displayType=fo&fosubType=t>Electronic access to information: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=36>**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: Official name: European Commission, Enterprise and Industry DG, Directorate E

Town: Brussels

Postal code: 1049

Country: Belgium

Contact person: See invitation to tender

I.2. Type of the contracting authority

European institution/agency or international organisation

I.3. Main activity**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

Accounting guide for SMEs.

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

Services

Service category No 11: Management consulting services [6] and related services

Main site or place of performance: The place of performance of the tasks shall be the contractor's premises or any other place indicated in the tender, with the exception of Commission's premises.

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)

Further development of good accounting practices for different types of legal entities and sizes of SMEs which are not regulated in the accounting field at EU level.

II.1.6. CPV code(s)

79311000 Survey 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

Estimated value excluding VAT: 400 000 EUR

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Duration in months: 24 (from the award of the contract)

Section III: Legal, economic, financial and technical information

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

See specifications.

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

See 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: See specifications.

III.2.2. Economic and financial ability

List and brief description of conditions: See specifications.

III.2.3. Technical and professional ability

List and brief description of conditions:
See specifications.

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: no

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

153/PP/ENT/CIP/12/F/S01C04.

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2012/S 33-052363](#) of 17.2.2012

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: 28.6.2012

Payable documents: no

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

28.6.2012

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: 7 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 12.7.2012 - 10:00

Place:

Enterprise and Industry DG, avenue d'Auderghem 45, 1049 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 in the specifications. This notification must be signed by an authorised officer 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: Decision No 1639/2006/EC of the European Parliament and of the Council of 24.10.2006 establishing a competitiveness and innovation framework programme (2007 to 2013) OJ L 310, 9.11.2006.

VI.3. Additional information

Tendering specifications may be downloaded from the following website:

VI.4. Procedures for review

VI.4.1. Review body

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

Postal address: boulevard Konrad Adenauer

Town: Luxembourg
Postal code: 2925
Country: Luxembourg
E-mail: ecj.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Within 2 months of the notification to the plaintiff, or in the absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have an effect either to suspend this period or to open a new period for lodging appeals.

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

VI.5. Date of dispatch of this notice

25.4.2012