

Spain-Madrid: Accounting and auditing services

OJ S 184/2022 23/09/2022

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: INSTITUTO CERVANTES

National registration number: Q2812007-I

Postal address: Calle Alcalá, 49

Town: MADRID

NUTS code: ES España

Postal code: 28014

Country: Spain

Contact person: DEPARTAMENTO DE CONTRATACIÓN Y GESTIÓN PATRIMONIAL

E-mail: contratacion@cervantes.es

Telephone: +34 914367713

Fax: +34 914367714

Internet address(es):

Main address: www.cervantes.es

Address of the buyer profile: https://www.cervantes.es/sobre_instituto_cervantes/perfil_de_contratante.htm.

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://contrataciondelestado.es/>

Additional information can be obtained from the abovementioned address

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

Electronic communication requires the use of tools and devices that are not generally

available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://contrataciondelestado.es/>

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Education

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Servicio de apoyo a la dirección de administración del Instituto Cervantes en la gestión económico administrativa, contable y de contratación pública

Reference number: G-2022/07-0008

II.1.2. Main CPV code

79210000 Accounting and auditing services

II.1.3. Type of contract

Services

II.1.4. Short description

Los trabajos consistirán en el apoyo a las siguientes tareas relacionadas con la revisión de la documentación

contable enviada por los centros del Instituto Cervantes en el exterior. Se realizarán, entre otras las siguientes

revisiones:

- Contabilidad presupuestaria y financiera elaborada por los centros
- Conciliaciones bancarias de las cuentas abiertas por los centros en el exterior. Examen, en su caso, de las partidas en conciliación.
- Arqueos de las cajas de los centros.
- Estado de situación del presupuesto de gastos e ingresos. Detección de errores de imputación
- Conciliación entre los datos de las aplicaciones corporativas y los datos de la aplicación contable.

Saldos de acreedores y deudores pendientes

Comprobación del inventario del centro (altas, bajas y mantenimiento actualizado de los bienes de los centros)

Otras comprobaciones que le sean indicadas por el responsable o responsables del contrato que designe el

IC.

Además, en las ocasiones en que resulte necesario.

II.1.5. Estimated total value

Value excluding VAT: 726 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description**II.2.2. Additional CPV code(s)**

75130000 Supporting services for the government, 79140000 Legal advisory and information services, 79620000 Supply services of personnel including temporary staff

II.2.3. Place of performance

NUTS code: ES España

Main site or place of performance: Sede Instituto Cervantes Madrid

II.2.4. Description of the procurement

Servicio de apoyo a la dirección de administración del Instituto Cervantes en la gestión económico administrativa, contable y de contratación pública.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

Value excluding VAT: 792 000,00 EUR

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

El contrato podrá prorrogarse por dos periodos de 12 meses, hasta un plazo máximo de 24 meses.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

III.2. Conditions related to the contract

III.2.2. Contract performance conditions

Las establecidas en los pliegos que rigen la licitación.

III.2.3. 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

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

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

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2. Administrative information

IV.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2022/S 155-442647](#)

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 05/10/2022 Local time: 23:59

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

Spanish

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 06/10/2022 Local time: 11:00

Place:

En la Sede del Instituto Cervantes en Madrid.

Information about authorised persons and opening procedure: Sesión no pública.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic invoicing will be accepted

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: INSTITUTO CERVANTES

Town: MADRID

Country: Spain

E-mail: contratacion@cervantes.es

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

Licitación susceptible de Recurso Especial en materia de contratación.

VI.5. Date of dispatch of this notice

20/09/2022