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FINANCE AND PROCUREMENT

Thessaloniki, 17 January 2017
RB(2017)00047

EX-ANTE PUBLICITY NOTICE

Framework contract for the provision of Accountancy services

REFERENCE: NP/DRS/KD/Accountancy services/002/17

Background

The European Centre for the Development of Vocational Training (Cedefop) is planning to award a low value framework contract for the provision of Tax Accountancy services provided by a freelance, tax accounting professional or an Accountancy firm to support, audit and to provide advice in regard to Greek tax, VAT and financial legislation related issues.

The maximum duration of the above mentioned contract will be 48 months from its signature. The estimated budget foreseen for this contract is EUR 30.000 (excluding VAT) for the whole duration of the contract.

The services will include liaising with the local tax office, reviewing Cedefop's annual VAT submission, visiting the agency approximately once a quarter to conduct tests on a range of invoices processed in the period.

Other services include completing specific tax authority forms including the tax retention data, preparing the necessary annual certificates on this tax retention for the attention of contractors; to inform Cedefop on all modifications of Greek law concerning tax issues which are relevant for Cedefop's operations and dealings with the Greek tax authorities. The successful tenderer should be able to provide advice (when necessary) as an experienced accountant/tax advisor (forotechnikos).

Technical and professional capacity

Candidates must be able to meet the following minimum selection criteria:

- The average annual turnover of the tenderer for the last two financial years concerning the type of services covered in this call for tenders should be at least EUR 10,000.
- Be registered in the relevant registers of the Economic Chamber of Greece and possess valid A 'class license.
- Have certification in accounting, economics or other relevant disciplines.

- Have at least 8 years of experience with implementation of similar duties, as described above
- Have sound knowledge of Greek tax legislation especially with regard to VAT obligations
- Have excellent English language skills correspondent to level C1-C2 as determined in CEF or equivalent.

No documents proving the fulfilment of these criteria are requested at this stage.

Cedefop is located at Europe 123 – 57001, Thessaloniki, Greece.

Description of the procurement procedure

The purpose of this ex-ante publicity is to invite tenderers to express their interest in this procurement procedure.

If you are interested in applying for this contract, please send an email, together with the filled-in reply form, in one of the official languages of the European Union (and preferably in English) by no later than **02 February 2017** to the following functional mail box: C4T-Services@cedefop.europa.eu

This publication gives an indicative value of the estimated contract amount and constitutes no obligation to award a contract. Expressing interest to receive an invitation to tender in a negotiated procedure of this type does not create any legal right or legitimate expectation on the part of any economic operator.

Cedefop will send out the invitation to tender and related documents at a later stage (estimated in February 2017).

Please note that **only the successful tenderer, prior to the signing of the contract**, must provide a **Liability Insurance Contract** (Ασφαλιστική Κάλυψη Αστικής Ευθύνης).

We look forward receiving your declarations of interest.

Cedefop Procurement Service