

## CALL FOR TENDER: Accounting Services

19<sup>th</sup> November 2025, Brussels

The Green European Foundation is glad to invite economic operators to submit a tender for the procurement of accounting and financial management services.

### About the Green European Foundation

The Green European Foundation (GEF) is a European-level political foundation funded by the European Parliament. GEF is affiliated to, but independent from, the European Green Party and Green movement in Europe.

Our mission is to encourage European citizens to participate in European political discussions and in particular when it comes to envisioning what a Green Europe would look like. As a forum for cooperation at the European level, we work closely with our national member foundations and thereby aim to strengthen the Green political movement and green ideas in Europe.

### Purpose of Tender

The purpose of this tender is to seek proposals from qualified providers of accounting services to support the Green European Foundation with its financial management and fiscal compliance. The selected provider will be responsible for ensuring compliance with applicable accounting standards and tax regulations, providing fiscal and financial compliance insights and support in improving good financial governance and accountability.

The Green European Foundation intends to select one provider of accounting services for a period of one year, renewable for a total engagement of five years.

### Technical Specifications

A non-exhaustive list of needs and objectives is indicated below. The list below may be amended or expanded by mutual agreement between the parties, provided that any additional tasks remain consistent with and within the scope defined in the purpose of this tender.

#### 1. Preparation of Financial Statements

- a. Prepare balance sheets and related financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS).

#### 2. Tax and Fiscal Compliance

- a. Provide support in the preparation and submission of VAT declarations and ensure full compliance with applicable fiscal and tax regulations.
- b. Ensure compliance with the requirements of the Belgian fiscal authorities, including timely submission of all mandatory filings and declarations.

#### 3. Institutional Compliance and Audit Support

- a. Support in ensuring compliance with the financial and administrative requirements of the European Parliament and other relevant oversight bodies.
- b. Provide assistance during external audits or verification missions conducted by the European Parliament or authorized third parties.

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#### 4. Accounting Operations

- a. Prepare the opening and closing of accounting periods, including preparation of necessary journal entries, reconciliations, and adjustments.

#### 5. Advisory Services

- a. Provide general financial and accounting advice upon request.

The total estimated level of effort for the services described in this tender is approximately **50 hours per year**. The exact number of working days and the detailed timeline for the delivery of specific tasks may vary depending on GEF's needs throughout the year. Any adjustments to the work schedule or distribution of hours will be agreed in advance between the parties to ensure flexibility while maintaining the overall annual workload.

The **total estimated value** of this contract is **10,000 EUR (VAT excluded) per year**. This amount represents a **maximum annual budget** and does not constitute a commitment from the Green European Foundation.

Tenderers are invited to submit an offer highlighting the **unit price** (preferably per hour) for each of the tasks described in the Technical Specifications. Tenderers are also invited to specify if a minimum invoicable amount for services applies, and if so, specify the minimum amount.

#### Exclusion Criteria

Please find as follows criteria to fulfill in order to not be excluded by the tendering procedure.

- The tenderer does not incur in any exclusion criteria as per article 136 FR 2018/1046.
- The tenderer does not have existing conflict of interest in connection with this tender. In the event that a potential or actual conflict of interest arises during the tendering process or the execution of the contract, the tenderer shall immediately disclose it to GEF in writing.
- Only offers submitted via the official application form will be evaluated.
- Minimum requirements that all tenderers shall meet in order to be considered for evaluation include compliance with applicable environmental, social and labour law obligations established by Union law, national law, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU
- The tenderer must not be in a situation of bankruptcy, failure to pay social security contributions or taxes, or any other exclusion grounds as defined in Articles 138 and 143 of the Financial Regulation.

#### Selection Criteria:

Please find as follows criteria to fulfil in order to not be rejected by the tendering procedure.

The selection criteria are assessed with comply or fail questions. The tenderers that comply with the criteria are going to be further examined and considered for award. The tenders that do not comply shall be rejected.

The selection criteria for this tender, addressing (a) the suitability to pursue the professional activity;

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(b) the economic and financial standing; and (c) the technical and professional ability, are:

- Relevant professional certification in Belgium (ITAA)
- Proven experience in financial reporting and compliance (GAAP and IFRS)
- Familiarity with Belgian fiscal requirements and VAT procedures
- Experience working with grant-based organisation
- Proficiency working with a recognised accounting software (e.g., Admisol or equivalent)
- Capacity to provide a varying number of hours per year to adapt to the organisation's needs
- Tenderers shall confirm their work schedule runs from 09h00 to 18h00 Brussels times.
- Only complete offers, that are tailored to the technical specifications of the tender and are not a generic price listing will be evaluated.

Contract Award Criteria:

Please find as follows the award criteria which will be evaluated according to the listed weight:

	Evaluation Criterion	Description	Weight (%)
<b>Quality</b>	Professional Qualifications	Possession of relevant professional certification in Belgium (e.g., ITAA).	<b>20%</b>
	Technical Expertise and Experience	Proven experience in financial reporting and compliance under GAAP and IFRS; familiarity with Belgian fiscal requirements, VAT procedures, and experience with grant-based organisations.	<b>20%</b>
	Technical Capacity and Tools	Proficiency in recognised accounting software (e.g., Admisol or equivalent) and demonstrated ability to ensure accurate, timely, and compliant reporting.	<b>20%</b>
<b>Price</b>	Financial Offer	Competitive and transparent pricing tailored to the technical specifications of the tender (generic price lists will not be considered). *Please, make sure to express all the prices in euro, VAT excluded, and to mention on the side the VAT rate applicable.	<b>40%</b>

The methodology for ranking the economic operators is best price-quality ratio with weighting of criteria. Quality weights 60/100, while price 40/100.

The formula is as follows: Total score=[(Lowest price / Tenders' price)\*40]+[Tender's total quality / 100\*60].

The tenderer ranking the highest after the evaluation shall be selected for the award.

## Practical Information

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All tenders should be submitted **by 19th December 2025, at 15h00 CET (Brussels Time) via the [application form](#)**.<sup>1</sup>

The selection committee reserves the right to schedule short exchanges to clarify unclear information.

Tender(s) selection: 10 working days from the submission deadline.

Start of the service provision agreement: beginning of January 2026

A rolling Q&A document is available at this [link](#). Please, make sure to write anonymous questions and to not write above other questions. Questions received via email will also be posted and answered on the above mentioned document.

Please submit your application by providing a detailed proposal in English, encompassing the following elements:

- A brief introduction of the company or individual consultant outlining their background, interest, and competences in line with the selection and award criteria. This introduction shall outline the extent to which the consultancy services fulfill the criteria mentioned above. In the event of a company proposing a consultant, please make sure to additionally include a brief introduction of the company.
- The Curriculum Vitae of the consultant applying (in case of an individual).
- A competitive price offer matching the mission scope and purpose, expressed in the form of an hourly fee, VAT excluded. Please mention the applicable VAT rate in your application.
- Officially declare that that you do not incur in any exclusion criteria as per art 136 FR 2018/1046, and any kind of conflict of interest, or a copy of ESPD (European Single Procurement Document) that would disqualify a proposal from consideration.

*We actively encourage economic operators from diverse backgrounds, including those from underrepresented and marginalised communities, to apply.*

Please ensure that your proposal addresses each of these elements comprehensively. Incomplete submissions affect the evaluation of your proposal.

Thank you for your interest in providing services to The Green European Foundation (GEF).

### **Confidentiality**

Economic operators accept to not disclose nor communicate in any way and at any time confidential information regarding their relationship and work with GEF. This commitment remains valid after the termination of the service, permanently.

The awarded tenderer will commit to sign a declaration to certify the absence of conflict of interest in relation to the tasks and mission contracted by GEF and will make sure to inform the organisation of any changes in this status.

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<sup>1</sup> Please notice that the original deadline was set to 9<sup>th</sup> of December and this is an extension to allow for more economic operators to submit their offers.

**Terms and Conditions**

The collection of the tenders, the first screening, selection, and award procedures shall be conducted by distinct members of the GEF team and an appointed selection committee, with the aim of guaranteeing adherence to standards concerning conflicts of interest.

In accordance with the European legislation, GEF retains the right to reject any or all proposals, either wholly or partially, initiate a new call for proposals if deemed necessary, cease the requirement for services, or terminate this call for tender before the written contract is finalised.

GEF is not bound to reply to requests for additional information made less than 6 working days before the deadline for receipt of tenders.

The completion of the tendering process does not oblige GEF to grant the contract.

If the tender encompasses multiple items or lots, GEF maintains the right to award a contract for only a portion of them. GEF will not be held responsible for compensating economic operators whose proposals have not been accepted, nor will it be liable if it chooses not to award the contract.

By submitting an offer, the economic operators authorise GEF to safely and privately archive the offers received for auditing purposes and agree to not advance any claim or cause of action against GEF based on any misunderstanding on the information provided relatively to the tender, or any eventual failure to provide pertinent information as intended by this call for tender.

The tenders will remain confidential until opening and archived accordingly to GDPR.

Submission of a tender implies acceptance of the terms and conditions set out in the procurement documents and that such submission binds the contractor to whom the contract is awarded, if any, during the performance of the contract.

Submission of a tender implies acceptance of receiving notification of the outcome of the procedure by electronic means.

**Contracting Party**

Green European Foundation (GEF)

Legal and billing address: Avenue des Arts 7-8, 1210 Brussels, Belgium.

**Contacts**

For any questions regarding this call for tender, please refer to [giuseppina.tucci@gef.eu](mailto:giuseppina.tucci@gef.eu)