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**Luxembourg-Luxembourg: Outsourcing of Accounts Payable and Other Administrative Activities
2022/S 090-246310**

Contract notice

Services

Legal Basis:

Neither Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 nor Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 (as amended) apply to the ESM. The ESM procures supplies, services and works on its own behalf and for its own account pursuant to the ESM Procurement Policy as published on the ESM website. Please refer to the ESM website for more information.

Section I: Contracting authority

I.1) Name and addresses

Official name: European Stability Mechanism (ESM)

Postal address: L-1740

Town: Luxembourg

NUTS code: LU000 Luxembourg

Postal code: L-1347

Country: Luxembourg

Contact person: Marion Courbis

E-mail: procurement@esm.europa.eu

Telephone: +352 2609620

Internet address(es):

Main address: <http://www.esm.europa.eu>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.esm.europa.eu/how-we-work/procurement#opportunities>

Additional information can be obtained from the abovementioned address

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

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Outsourcing of Accounts Payable and Other Administrative Activities

Reference number: FC/02/OAS/MC/22

II.1.2) Main CPV code

79211100 Bookkeeping services

II.1.3) Type of contract

Services

II.1.4) **Short description:**

The ESM needs to procure administrative services to support its Finance and Control ('F&C') division. The services to be provided will be in the area of administrative expenses (including invoices and expense claims processing), help-desk support for queries regarding expense reimbursement and the ESM procure-to-pay process, reconciliation, controls and related reporting and other administrative and clerical tasks.

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

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

79210000 Accounting and auditing services

II.2.3) **Place of performance**

NUTS code: LU000 Luxembourg

II.2.4) **Description of the procurement:**

The service provider will provide the following core Services during ESM working hours (8.00 to 18.00 Luxembourg time):

- invoices processing,
- expense claims processing,
- procure-to-pay (P2P) support,
- corporate credit card statement reconciliation and booking,
- reconciliation and booking of the transactions on the corporate lodge account/s,
- assistance in the VAT compliance process,
- audit support (admin-related documentation),
- support the supplier master data management,
- other ad-hoc requests to ensure smooth BAU,
- other administrative and clerical tasks.

The full description of services is in the tender document available on the ESM website.

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**

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

Duration in months: 48

This contract is subject to renewal: no

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.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:
As stated in the procurement documents.

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

Section IV: Procedure

IV.1) **Description**

IV.1.1) **Type of procedure**

Competitive procedure with negotiation

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

IV.1.5) **Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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

Date: 07/06/2022

Local time: 11:00

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:**

English

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

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

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.3) **Additional information:**

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VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: ESM Procurement Review Panel
Postal address: 6a, circuit de la Foire Internationale
Town: Luxembourg
Postal code: L-1347
Country: Luxembourg
E-mail: procurementreview@esm.europa.eu

VI.4.4) **Service from which information about the review procedure may be obtained**

Official name: ESM Procurement Review Panel
Town: Luxembourg
Country: Luxembourg
E-mail: procurementreview@esm.europa.eu

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

03/05/2022