

Notice of Information

ACCOUNTANCY AND FINANCIAL SERVICES 2024

EIT Digital IVZW

1. Introduction

1.1. Purpose of Document

This document summarises all queries received from various participants in the tender process anonymised to ensure all EIT Digital feedback is available simultaneously and transparently to all interested parties:

1. We have noted that hosting and supporting the company auditor are mentioned as Ad-Hoc services. Still, earlier in the RFP it is mentioned that the applicant is responsible for the submission/filing of the Statutory Financial Statements. Can you please elaborate on what can be understood as hosting and supporting the company auditor? Meaning, what part of the services for Statutory Financial Statements should be part of the fixed fee and which part under the ad hoc services?

EIT Digital undergoes obligatory statutory and financial audits several times per year. In addition, due to specific project funding requirements, it may be necessary to support ex-post and CFS (ex-ante / Certificate of Financial Statements) audits and requests. The Supplier should consider the obligatory financial filings as core activities and additional support to auditors as ad-hoc activities to be priced separately.

2. In the price sheet/appendix 5 - we've noted that the applicant is responsible for the preparation of financial reports (2 financial reports annually per project and in total 80 is mentioned). Can you please elaborate on this point? What do we need to understand as the two financial reports and how have you calculated the amount of 80?

EIT Digital is funded by the European Institute of Technology and is required to seek alternate co-funding sources per the financial sustainability strategy. One aspect of this strategy is participation in EU projects and tenders, either individually or as part of a consortium. It is forecast that EIT Digital shall participate in circa 40 projects in 2024, and that each of these projects shall require 2 financial reports, resulting in 80 separate reports for the Supplier. These projects may be spread out and overlap over several years, although the benchmark for pricing is 40 projects per year.

3. In the price sheet you've mentioned that hourly rates of a senior consultant should be between EUR 50 - EUR 100 and for a junior consultant between EUR 25 - EUR 50. On the same sheet, you've also indicated that those thresholds are higher at bigger firms. Can we assume, seen the contradiction in the wordings in this line, that the paragraph can be skipped?

This is a discrepancy and an updated price sheet shall be made available correcting this statement. The Supplier should provide own pricing for these roles to assist in proposing a estimated yearly cost for the service.

4. Do we have to foresee any work for the entities that will be liquidated, or will the current provider finalize these?

At present, this is not in scope and the current partner will manage the liquidation process until end of contract. However, as complexity reduction is expected to continue, it would be useful to clarify the ad-hoc fees for such services.

5. In these countries, will there be a Permanent establishment remaining?

Preferably not. The intention is to avoid any structural complexity if possible, although certain territories dictate different obligations. If absolutely required, then a permanent establishment will be setup post liquidation.

6. The RFP states the contract with the new provider will end 31/12/2023 and the signing of the contract with the new provides is scheduled on December 29th. This leaves no room for transfer of information or set-up of accounting software with different modules (PO management, expenses) to be up and running by January 1st. Do you expect the new provider to start processing the documents as per 01/01/2024?

EIT Digital would expect to understand the proposal from the participant regarding their implementation process and associated financial applications to have visibility of the requirements and effort necessary to have any new service up and running. Undoubtedly, transition support will be required from the existing partner and associated applications.

7. Do you expect/are open to extend the current providers contract into the 1st quarter of 2024 to allow sufficient time for a qualitative implementation period, including testing, onboarding the different teams and moving to production?

EIT Digital is receptive to a bespoke ad-hoc services activities to support transition to an alternate partner to permit smooth implementation and testing.

8. Will the current provider finalize all obligations related to the 2023 financial year?

The existing partner is expected to complete the outstanding obligations regarding fiscal year 2023.

9. What is the estimated volume of purchase invoices & expenses, per entity?

During the period of 2022, the following PO quantities were reported:

EIT Digital IVZW	476 purchase orders
EIT Digital Accelerator	52 purchase orders
EIT Digital Education Foundation	11 purchase orders

EIT Digital Silicon Valley	25 purchase orders
EIT Digital United Kingdom	41 purchase orders
EIT Digital France	31 purchase orders
EIT Digital Finland	25 purchase orders
EIT Digital Italy	24 purchase orders
EIT Digital Sweden	17 purchase orders
EIT Digital Spain	85 purchase orders
EIT Digital Netherlands	28 purchase orders
EIT Digital Hungary	40 purchase orders
EIT Digital Germany	0 purchase orders

Year	Expenses		Invoices	Sales invoices
	(following accounting)	(in Rydoo)		
Node				
ACC	34	100	170	60
ES	36	420	100	6
FI	28	150	150	6
FR	23		50	6
HU	22	370	170	6
IT	17		70	6
IVZW	62	2300	1630	386
NL	8		150	6
SE	20	10	70	6
SV	27	90	120	6
UK	23	160	170	6
EDU			150	3300
Total	300	3.600	3.000	3.800

In addition, the following overview of expenses / invoices can be shared. Note that one PO may result in multiple invoices, therefore the difference in quantity between both documents.

10. Is there any specific reporting format structure/template that needs to remain in place?

Cost reporting obligations to the European Institute of Technology (EIT) are expected to remain in place. Quarterly and YEC reports per legal entity albeit the structure is expected to reduce in complexity through liquidation of several legal entities. Other ad-hoc activities may be support of project managers with financial reporting obligations toward European bodies. However, EIT Digital is receptive to proposals on best practice regarding other reporting structures.

11. Are the VAT and salary tasks linked to Belgium or will it also be necessary to manage the VAT and salaries of foreign entities?

There are three main Belgian entities that will need to be managed in this regard. However, it is the intention to reduce the number of legal entities outside Belgium, and the financial services partner is expected to manage the accounting of these entities also.

12. Is the workplace in your offices or in our offices? Or hybrid?

EIT Digital operate a hybrid office regime. However, while the accounting partners may make site visits, it is expected they perform their services at own locations in Belgium or other territories. Weekly communications shall take place via digital channels (email, Teams etc)

Notices of Correction:

1. Section 4.3, para 1 refers to Greece as a branch. Note that Italy will become a branch with own VAT number upon liquidation of the local legal entity.
2. Appendix 5 - Price sheet has had a minor correction to the content and the updated version can be downloaded from the "Appendices" section

