

# EIT Digital IVZW - RFP Accountancy and Project Administration

First Note of Information March 2nd 2018



Number	Document	Section /Pagenr.	Question	Answer
1	RFP Accountancy Tender	3.2 §2 p. 12	The maintenance of all tax rulings: What does that include? Is the scope limited to the renewal of current rulings?	Yes the scope is limited to the renewal of current rulings, assuming that there will be no change of the business models and/or the legal structures of Client. Client will ask Contractor for a quotation if there is a change of situation.
2	RFP Accountancy Tender	3.3 p. 13 & 15	The following services are required for each Legal Entity :“Central accounting system <u>including scanning services for the invoices</u> ” & “ <u>Scan the incoming invoices</u> into Easyform” Does this imply that all paper invoices will be sent by Client to the Contractor for scanning or will the scanning be done by Client and will Client send the scanned invoices to Contractor for processing?	Client scans all paper invoices and sends these scans to Contractor.
3	RFP Accountancy Tender	3.3 p. 14	Monthly/Quarterly VAT declarations : preparation, submission and follow up. Does this also include EC Sales listing, Intrastat, Yearly client listings, etc. ?	Yes it does.
4	RFP Accountancy Tender	3.3 p. 14	Necessary additional services: Assistance as regards audits and requests for information. Is this scope limited to the company auditor, EIT auditor, European Court of Auditors and OLAF ? Are any other type of audits (e.g. tax audits) and requests out of scope of this RFP ?	No, all possible audits are in scope of this RFP.