



EUROPEAN PARLIAMENT
DIRECTORATE-GENERAL FOR COMMUNICATION

COMM - Directorate-General for Communication
COMM - Directorate-General for Communication

Brussels, Belgium
3 November 2025

Subject: Europa Experience Floor Staff - The Netherlands

EP-COMM/2025/OP/0032

Dear Madam/Sir,

The European Parliament, Directorate-General for Communication, referred to below as *the contracting authority*, is planning to award the contract resulting from the procurement procedure mentioned above. The procurement documents consist of the contract notice, this invitation letter, the draft contract and the tender specifications, with their respective annexes. The documents are published in English.

All the documents are available on the Funding & Tenders Portal (F&T Portal), which can be accessed via the following link:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/23df93d9-5b1a-43b4-80c4-421191443895-CN>

Economic operators interested in this contract are invited to submit a tender in one of the official languages of the European Union.

1. Submission of tenders

Tenders must be submitted exclusively via the electronic submission system (eSubmission), which can be found at the above F&T Portal link¹. Tenders submitted in any other way (e.g. by email or letter) will be rejected.

In order to submit a tender using eSubmission, economic operators (or, for joint tenders, each member of the group) will need to register in the European Commission's [Participant Register](#), an online register of organisations participating in EU calls for tenders or proposals. Upon registering, each economic operator will obtain a Participant Identification Code (PIC, nine-

¹ For detailed instructions on how to submit a tender, see the eSubmission Quick Guide, which is available at https://wikis.ec.europa.eu/display/FTPortal/Open+procedures_EN.

The supported browsers, file types, attachment sizes and other system requirements can be found at <https://wikis.ec.europa.eu/x/JJihAg>. In the event of technical problems, contact the eSubmission Helpdesk (contact details provided in the eSubmission Quick Guide) as quickly as possible.

digit number), which acts as its unique identifier in the Participant Register. Instructions on how to create a PIC can be found on this [page](#). Economic operators that are already registered in the Participant Register should reuse their existing PICs when preparing their tenders in eSubmission.

The deadline for the receipt of tenders is indicated in Section 5.1.12 of the contract notice, with the time indicated being the local time at the contracting authority's location (which is indicated in Section 8 of the contract notice). The deadline is also published at the F&T Portal link shown above (subscribed users receive notifications when data relating to the call for tenders is modified).

Tenders received after the deadline for the receipt of tenders will be rejected. The submission receipt provided by eSubmission, showing the official date and time of receipt of the submission (timestamp), constitutes proof of compliance with the deadline for the receipt of tenders².

Note that it is not possible to submit a tender through eSubmission after the deadline for the receipt of tenders indicated in the contract notice and/or on the F&T Portal. To ensure that their tenders are submitted on time, tenderers are invited to familiarise themselves with the system and the system requirements, in particular the accepted file formats³, well in advance.

Tenderers must ensure that the tenders they submit contain all the information and documents required by the contracting authority, as set out in the procurement documents, at the time of submission.

After submitting a tender, but before the deadline for the receipt of tenders, a tenderer may definitively withdraw its tender⁴, or withdraw it and replace it with a new one⁵. A withdrawal receipt will be provided by eSubmission as proof of withdrawal.

No more than one tender can be considered per tenderer. If the same tenderer submits more than one tender, and none of these is withdrawn as described above, only the latest tender will be considered. The tenderer may not refer to earlier submitted tenders to complement, clarify or correct its latest tender.

All costs incurred in preparing and submitting tenders and in attending the opening session are to be borne by the tenderers and will not be reimbursed.

2. Legal effects of the invitation to tender and the submission of a tender

This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only when the contract with the successful tenderer is signed by both parties.

² Tenderers who do not receive a submission receipt within a reasonable time after submitting their tenders should contact the eSubmission Helpdesk (contact details provided in the eSubmission Quick Guide) as quickly as possible.

³ See note 3.

⁴ A submitted tender can be withdrawn directly in the 'Procurement/My Submission(s)' area of the F&T Portal. For detailed instructions on how to withdraw a tender, see the eSubmission Quick Guide.

⁵ To submit a new version, the tenderer must create a new tender in eSubmission and include all the information and documents required by the procurement documents for the submission of a tender, even if some of these were already included in the tender that is to be replaced.

The contracting authority may cancel the procurement procedure at any time until the contract is signed, without tenderers being entitled to claim any compensation. Any such decision must be substantiated and the tenderers must be notified.

The validity period of the tender, during which tenderers may not modify the terms of their tenders in any respect, is indicated in Section 5.1.12 of the contract notice.

Submission of a tender implies that the tenderer accepts all the terms and conditions set out in the procurement documents and waives its own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

3. Contact during the procurement procedure

There must be no contact between the contracting authority and the tenderers at any point during the procedure, save in exceptional circumstances, and under the following conditions only:

3.1 Submission phase (before the deadline for the receipt of tenders)

The contracting authority may provide additional information, upon request, for the sole purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only, by clicking ‘Create question’ in the ‘Questions & answers’ section at the F&T Portal link provided above (EU Login registration⁶ is required to be able to create and submit a question).

The contracting authority is under no obligation to reply to requests for additional information received fewer than six working⁷ days before the deadline for the receipt of tenders.

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the procurement documents.

Any additional information will be published at the F&T Portal link provided above. It is the economic operator’s responsibility to check for updates and modifications during the submission period⁸.

3.2 Opening of tenders

Tenders will be opened in a virtual opening session on the date and at the time indicated in Section 5.1.12 of the contract notice. A maximum of two representatives per tenderer may attend.

Tenderers may ask to attend the opening by sending an email to epdenhaag@europarl.europa.eu as quickly as possible, and no later than one working day before the scheduled start of the virtual opening session. The request must include the full name(s) and email address(es) of the

⁶ EU Login is the entry gate to sign in to different European Commission services and/or systems. Read more [here](#).

⁷ Working days are counted on the basis of the contracting authority’s location, which is indicated in Section 8 of the contract notice.

⁸ See note 2.

tenderer's representative(s), the name of the tenderer being represented.. The contracting authority reserves the right to refuse access to the virtual opening session if the information listed above is not provided.

The representatives will receive an email invitation containing the meeting details.

The public part of the opening session will be strictly limited to the following:

- verification that each tender has been submitted in accordance with the submission requirements for the call for tenders;
- announcement of the tenders received, which entails announcing the names of the tenderers (all members, for joint tenders);

Tenderers not present at the opening session may send an information request to the same e-mail address mentioned above if they wish to be provided with the information announced during the public opening.

Once the contracting authority has opened the tenders, they become its property and will be treated confidentially.

3.3 Evaluation phase (after the opening of the tenders)

Except in duly justified cases, tenderers who have failed to submit evidence or make statements required in the procurement documents will be contacted by the contracting authority, which will ask them to provide the missing information or clarify the supporting documents.

The contracting authority may correct obvious clerical errors in the tender, after confirmation of the correction by the tenderer.

Any such information, clarification or confirmation must not substantially change the tender.

3.4 Award phase

Tenderers will be notified of the outcome of this procurement procedure by email. If their tender is rejected, they will be informed of the grounds for rejection. All tenderers will be informed of the standstill period. The notification will be sent to the email address that was provided by the tenderer (group leader, for joint tenders) in the eSubmission application ('Contact person' section) when the tender was submitted.

The same email address will be used by the contracting authority for all other communication with the tenderer.

It is the tenderer's responsibility to provide a valid email address and to check its emails regularly.

3.5 Suspension of the procedure

If necessary, after the tenderers have been notified of the results and before the contract is signed, the European Parliament may suspend the signing of the contract for additional examination if this is justified by requests or comments made by unsuccessful or aggrieved

tenderers, or by any other relevant information received. Any such requests, comments or information must be received within 10 calendar days, commencing the day after the date of simultaneous notification of the non-award and award decisions or, where applicable, the publication of a contract award notice. All tenderers must be informed of any suspension decision within three working days.

Following the additional examination arising from the suspension of the procedure, the European Parliament may confirm its award decision, modify it or, if necessary, cancel the procedure. The reasons for any further decision must be stated and communicated in writing to all tenderers.

4. Data protection

If processing a reply to the invitation to tender involves the recording and processing of personal data (such as a name, address and CV), this data will be processed in accordance with Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC⁹. Unless indicated otherwise, any personal data will be processed solely for the purpose of evaluation in the context of the call for tenders by the European Parliament, which will act as the data controller. Information about the processing of personal data is available in the privacy statement at <https://www.europarl.europa.eu/data-protect/reportPdf/printPrivacyStatement.do;?prefix=V3&nr=905>.

If you would like to exercise your rights under Regulation (EU) 2018/1725, if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, you can contact the data controller at DGCOMM-EPLO-FinancialSupport@europarl.europa.eu, explicitly specifying your request.

The tenderer's personal data may be registered in the Early Detection and Exclusion System (EDES) if the tenderer is in one of the situations mentioned in Article 138 of the Financial Regulation¹⁰. For more information, see the privacy statement: https://commission.europa.eu/strategy-and-policy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes_en.

Yours faithfully,

Anja FUCHS-KOENIG

Annexes to the invitation to tender:

- Annex I – Tender specifications and annexes
- Annex II – Draft contract and annexes

⁹ OJ L 295, 21.11.2018, p. 39, ELI: <http://data.europa.eu/eli/reg/2018/1725/oj>.

¹⁰ Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (OJ L, 2024/2509, 26.9.2024, ELI: <http://data.europa.eu/eli/reg/2024/2509/oj>).