

# Tender Document

## Dynamic Purchasing System (DAS) for the Temporary Deployment of External Professionals

**European tender procedure**

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# DEFINITIONS

In this Tender Guide the definitions below are used with an initial capital letter. The definitions may be used in either singular or plural form. The definitions apply to all Tender Documents.

<b>A</b>	
<b>Agreement</b>	A written Agreement/Contract for valuable consideration entered into between one or more service providers and one or more Contracting Authorities and relating to the provision of other services.
<b>Appendix</b>	An Attachment forming part of any of the Tender Documents.
<b>Assignment</b>	
<b>Award criteria</b>	The Contract to be put in the market through this Tender Procedure. Criteria based on which the Contract will be awarded. There is one main criterion, namely the "most economically advantageous Proposal". Within this criterion, the legislator distinguishes the following three separate award criteria: (a) best value for money, (b) lowest cost calculated based on cost-effectiveness and (c) lowest price (Section 2.114 AW).
<b>Award Guide</b>	The Tender Document which is applicable in the Award Phase (second phase), including the associated Appendices, which contains all information, requirements, preferences and conditions relevant to the submission of a Proposal within the context of the European Tender procedure to which it relates.
<b>Award Decision</b>	The Contracting Authority's choice of the Contractor to whom it intends to award the Contract to which the procedure relates, which shall include the choice not to award a Contract.
<b>Award Phase</b>	The second phase of the Tender Procedure where the Contractor(s) submit(s) the Proposal.
<b>C</b>	
<b>Candidate</b>	In this document all Tenderers are referred to as Candidate.
<b>Contracting Authority</b>	
<b>Contractor(s)</b>	This can be: Invest International B.V. (II) or Invest International Public Programmes B.V. (IIPP) or Invest International Development B.V. (IID) or Invest International Capital B.V. (IIC) or Invest International Investment Management B.V. (IIIM) or In the Award Guide all Tenderers / Consultants are referred to as Contractor (read: potential Contractor / Consultant). After contracting the party who will implement the contract is the Contractor(s).
<b>D</b>	
<b>Data Processing Agreement (DPA)</b>	If privacy sensitive data shall be processed for the purpose of implementing the Agreement, a Data Processing Agreement is needed to be signed before the contract enters into force.
<b>E</b>	
<b>European Single Procurement Document (ESPD)</b>	The European Single Procurement Document (ESPD) is the European standard form used in the Netherlands for tenders both above and below the European Tender Threshold.
<b>Entrepreneur</b>	A Candidate, Supplier or service provider.
<b>F</b>	
<b>Final Award</b>	The communication of the Award Decision after the objection period, being acceptance as referred to in Article 217, paragraph 1, of Book 6 of the Civil Code of an offer made by a Contractor.

<b>G</b>	
<b>Ground for exclusion</b>	A circumstance applicable to the Candidate or a person affiliated with the Candidate that results in exclusion of the Candidate from participating in the further tendering process.
<b>I</b>	
<b>Intention to Award</b>	Notice to the winning Contractor to whom the Contracting Authority intends to award the Contract. This does not yet entitle the winning Contractor to Final Award of the Contract, as the notice does not constitute an acceptance of the Proposal. Therefore, there is no Contract yet.
<b>M</b>	
<b>Main Candidate/Contractor Memorandum of Information</b>	A Candidate/Contractor who bids together with Subcontractor(s) and is jointly and severally responsible for the performance of the Contract. Supplement to the previously published Tender Documents, which forms an inseparable part of the Tender File.
<b>P</b>	
<b>Pricesheet</b>	The template on which Contractor enters the rates including all costs (all-in rate) for all requested items.
<b>Proposal</b>	The Tender submitted by the Contractor.
<b>Public Procedure</b>	Procedure in which all Entrepreneurs may tender in response to an announcement.
<b>Public Procurement</b>	The Public Procurement Act 2012 ( <i>Aanbestedingswet 2012</i> ).
<b>R</b>	
<b>Registration</b>	The Proposal submitted by the Contractor based on the Award Guide, including Attachments.
<b>Request for Participation</b>	The documents submitted by the Candidate in the Selection Phase with the aim of being selected for the Award Phase.
<b>Request for Proposal (RfP)</b>	A set of tender documents issued by the Contracting Authority that invites selected Candidates to submit a Proposal for a specific Assignment, and that contains all requirements, conditions, award criteria and information necessary for preparing and submitting that Proposal.
<b>Restricted Tender Procedure</b>	A procurement procedure conducted in two phases: in the Selection Phase, a limited number of Candidates are selected to submit Proposals in the second phase (Award Phase).
<b>S</b>	
<b>Selection Criteria</b>	Criteria to limit the number of Candidates to a predetermined number, who are then invited to submit a Proposal.
<b>Selection Decision</b>	The Contracting Authority's choice for the Candidate it intends to invite to register for the Award Phase.
<b>Selection Document</b>	All documents produced and published by the Contracting Authority describe the selection process.
<b>Selection Phase</b>	In this phase a limited number of Candidates are selected to submit a Request for Participation in the second phase (Award Phase).
<b>Selection Instructions</b>	The present document including its appendices containing all information, Selection Requirements, Selection Criteria and conditions relevant to the ability to issue a Request for Participation under the (European) Selection Procedure to which it relates.
<b>Selection Procedure</b>	The procedure in which the Grounds for exclusion, the Suitability Requirements and the Selection Criteria are applied by which the Contracting Authority determines whether a Candidate is suitable and then which Candidates are most suitable for submitting a Proposal.
<b>Selection Requirements</b>	Objective criteria set by the Contracting Authority, the purpose of which is to admit only Suppliers deemed suitable to the bidding process.
<b>Subcontractor</b>	Person or organization who, on the Assignment of a Contractor, without being employed by the Contractor, performs all or part of the Assignment assumed.
<b>Suitability Requirements</b>	This is to determine whether a Candidate is suitable to submit a Proposal in phase 2.
<b>Supplier</b>	Anyone who offers products/services on the market.
<b>T</b>	
<b>Tender</b>	The process by which a Contracting Authority announces that it wishes to have a Contract performed and invites companies to submit a Request for Participation and/or a Proposal.

**Tender Documents**

All documents prepared or referenced by the Contracting Authority to describe or determine components of the Procurement procedure.

**Tender Platform**

The digital platform TenderNed on which the Tender procedure is executed.

**Tender Procedure**

The chosen procedure in which the Contract is put in the market, to come to an Agreement with one or more Contractors, as defined in the Selection Document.

# 1. INTRODUCTION

This Tender Document contains information about the European tender procedure using the Dynamic Purchasing System (DAS) for the temporary deployment of external professionals. DAS is a specific electronic process within the Public Procurement Act (AW 2012).

The DAS can be divided into two phases. Phase 1 is the Admission Phase, during which Candidates can submit Requests to Participate and are then approved or rejected on that basis. Phase 2 is the Tendering Phase, during which Participants are invited to submit one or more Proposals. Once the DAS has been established, both phases run in parallel.

If you are interested in participating in the DAS, you can submit a Request to Participate based on this Tender Document and, once approved, you will be able to respond to Invitations to Tender.

## 1.1 INVEST INTERNATIONAL

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### Dutch Solutions for Global Challenges

#### About us

All over the world the UN's Sustainable Development Goals must be achieved. These global challenges call for innovation, private entrepreneurship, and public leadership. Although the Netherlands is a small country, it constitutes the 18th economy of the world. It has an open economy that thrives on innovation and sustainable, international trade. Companies contributing to the Dutch economy have a lot to offer in bringing smart solutions to make the world a better place. It is our purpose to foster these solutions and make the necessary investments feasible.

We are Invest International, Impact investors in Dutch solutions for global challenges. Nice to meet you!

We bring the international financing of high-risk, innovative solutions to the next level. Our hybrid business model enables us to support governments and companies by providing capital as well as project development capacity. We help to make the more difficult investments in innovative solutions financeable, be it in export finance, project finance, and financing the sustainability of global value chains.

Yet, in everything we do we live 'impact first'. We see financial returns only as a necessity to make our operations sustainable.

#### Organisation

Invest International is a new state-owned company set-up by the Dutch government. We are a state-owned company set up by the Dutch government. A private company funded with public capital. We are a new organization and are continuously developing. Our people are aligned with our mission, and our 7 people drivers guide the way we work together.

#### Ready for the future - Invest-NL and Invest International join forces

With a targeted date of 1 January 2028, Invest-NL and Invest International may integrate to form a full-fledged National Promotional Institution. This integration increases the effectiveness of public investments and international cooperation, improves access to financing for entrepreneurs, and strengthens the economic resilience of the Netherlands. The new organization will become a strategic player that enables innovation and future-oriented growth – with impact both domestically and internationally. For more information please visit: <https://investinternational.nl/news-items/invest-nl-and-invest-international-join-forces/>

## 1.2 CAUSE

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Invest International establishes a Dynamic Purchasing System (DAS) to manage its recurring need for the temporary deployment of external professionals in a legally compliant, efficient and flexible manner. The open structure of a DAS allows new Candidates to join at any time and enables the organisation to select the most suitable provider for each Assignment. This approach provides transparency, promotes competition and ensures value for money while accommodating the organisation's irregular yet specialised staffing needs.

## 1.3 DESCRIPTION OF ASSIGNMENT

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Considering the estimated scope of the Assignments and the threshold for European procurement, the Contracting Authority is required to publish this tender through a European Tender Procedure.

With this tender, the Contracting Authority aims to continue Temporary Deployment of External Professionals and to contract Candidates who can deliver the required services in accordance with the Contracting Authority's requirements and expectations.

In the coming years, the Contracting Authority will have a structural need for Temporary Deployment of External Professionals who will be engaged based on a best-efforts obligation, and where possible, on a results-based obligation. This deployment primarily concerns positions at a minimum of higher professional education (HBO) level, although occasional requests at MBO level are not excluded. The focus is primarily on specialist positions.

### Dutch DBA Act

For the contracting of assignments involving the temporary deployment of external professionals, compliance with the conditions of the Dutch DBA Act (*Wet DBA*) is essential in order to prevent the existence of an actual or fictitious employment relationship.

Assignments are carried out on a temporary and independent basis, without creating an employment relationship, and in full compliance with applicable legislation, including the Dutch DBA Act (*Wet DBA*).

Assignments may be undertaken across all entities and departments of Invest International and relate to the provision of temporary financial expertise at professional or senior professional level.

## 1.4 LOTS

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The tender is divided into seven (7) lots; these lots concern the temporary deployment of the following external professionals

**1. Interim Management: Professionals with specific knowledge and expertise in the field of Interim Management refers to the temporary deployment of experienced senior professionals who operate at a strategic and/or tactical management level within the organisation of the Contracting Authority.**

The interim manager is responsible for leading teams, departments, programmes or organisational units and operates with decision-making authority within the scope of the assignment. The role involves responsibility for achieving agreed objectives and accountability for results, rather than merely providing advice or support.

- Interim Management is typically deployed to address temporary capacity gaps, including but not limited to:
  - Replacement during the absence of permanent management;
  - Organisational change, restructuring or transformation;
  - Crisis or turnaround situations;
  - Start-up, scaling or transition phases;
  - Implementation of strategic programmes or complex projects.

## 2. Legal Expertise: Professionals with specific knowledge and expertise in the legal field:

The legal professional provides substantive legal advice, analysis, drafting and support within one or more areas of law relevant to the activities of Invest International.

- The services may include, but are not limited to:
  - Corporate Law, Commercial Law or corporate governance matters;
  - Administrative Law
  - Public Law (including the *Wet open overheid*);
  - Procurement and Tender law;
  - Labour law;
  - Privacy and Data Protection Law;
  - State Aid Law;
  - Tax Law;
  - Complaints or Litigation;
  - M&A advisory, including advice on private equity or venture capital transactions, investments, partnerships, and transaction and corporate structures;
  - Review and amendment of financing arrangements, security interests and guarantees, including (LMA-style) loan documentation;
  - FR&R-related legal matters (including insolvency law or enforcement of security).
- Legal services are typically deployed to:
  - Support complex transactions, programmes or projects;
  - Advise on regulatory or compliance matters;
  - Draft, review or negotiate legal documents;
  - Provide legal input during tender procedures, disputes or organisational changes.

## 3. Financial Expertise: Professionals with specific knowledge and expertise in the field of finance:

This category covers the temporary deployment of external financial professionals with specialised knowledge and expertise in the financial domain. These professionals provide financial support, analysis and advisory services to the Contracting Authority in support of its operations, compliance obligations, reporting requirements and decision-making processes.

Assignments within this category may include, but are not limited to:

- Administrative and operational financial support;
- Accounting and financial reporting services;
- Tax-related matters;
- Treasury support activities;
- Financial Restructuring & Recovery (FR&R) activities;
- Financial control, risk and/or compliance support;
- Audit-related support services (excluding statutory audit functions).

## 4. Professionals within business operations: Specialists with expertise and support within the core operational and support functions of the organization:

The professional provides specialist, operational and/or advisory services within one or more business domains that support the effective functioning, development and transformation of the organisation.

- This category may include, but is not limited to, expertise in the following areas:
  - Human Resources Management (HRM);
  - Marketing and Communication;
  - Operations and Process Management;
  - Risk Management and Internal Control;
  - Information Technology (IT);
  - Change Management and Organisational Development.
- Services are typically deployed to:
  - Support operational capacity and continuity;
  - Improve processes, systems or governance structures;
  - Support organisational change, transformation or implementation initiatives;
  - Provide specialist input in projects or programmes.

**5. Training, coaching and assessments: Professionals or service providers who deliver learning, development and assessment services aimed at enhancing personal development, professional skills and safety awareness within the organization:**

The services focus on the development, improvement or assessment of individual or group competencies, behaviour, skills or knowledge.

- This category may include, but is not limited to:
  - Professional and personal development training;
  - Leadership, career or performance coaching;
  - Team development and collaboration programmes;
  - Assessments, such as competency assessments, development assessments or selection assessments;
  - Safety-related training, awareness programmes and behavioural safety initiatives.
- Services are typically delivered in the form of:
  - Training sessions, workshops or learning programmes;
  - Individual or group coaching trajectories;
  - Assessment tools, interviews, tests or reports.

**6. Technical Expertise: Technical professionals and consultants who provide specialist technical expertise, analysis and advisory services in support of the Contracting Authority's projects, programmes and operations:**

The technical professional provides substantive technical advice, studies, analyses and design-related support within specialised technical domains relevant to the activities of Invest International.

- This category may include, but is not limited to, expertise in the following fields:
  - Agri-food (Agriculture and Sustainable Value Chains)
  - Energy (Renewable Energy, Green Hydrogen, Electrification)
  - Manufacturing (Sustainable & Circular Manufacturing, Critical Raw Materials (CRM))
  - Water & Infrastructure (Water solutions, climate adaptation, green architecture, infrastructure);
  - Healthcare (Improving people's health)
- Technical consultancy services are typically deployed to:
  - Conduct feasibility studies, technical assessments or analyses;
  - Develop or review technical concepts, designs or specifications;
  - Provide independent technical advice, second opinions or reviews;
  - Support project preparation, appraisal, implementation or monitoring.

**7. Project Management: Project-based positions of professionals who are engaged to support, manage or deliver specific projects or project components within the organisation of the Contracting Authority:**

The professional performs project-related roles within a clearly defined project scope, timeline and set of deliverables.

- This category may include, but is not limited to, the following roles:
  - Project Leaders or Project Managers;
  - Project Coordinators;
  - Project Support staff or Project Officers;
  - Project Control, planning or Reporting Specialists.
- Project-based professionals are typically deployed to:
  - Lead or support the preparation, execution or closure of projects;
  - Coordinate activities, stakeholders and deliverables within projects;
  - Monitor progress, risks, planning, quality and reporting;
  - Support programme or portfolio activities without assuming permanent organisational responsibility.

A Candidate may, if it wishes, apply for multiple Lots and, if admitted, may also submit a Proposal for multiple Lots in Phase 2 and subsequently be eligible for a Specific Assignment for multiple Lots. If a Candidate submits a Request to Participate for only one Lot and is admitted to the DAS, or if the Candidate submits Requests to Participate for, for example for two Lots but is only admitted to one Lot, the Candidate will only receive Invitations to Tender for that Lot.

## 1.5 THE AGREEMENT/CONTRACT

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The DAS instrument shall have a term of four (4) years, commencing on 1 May 2026, and shall automatically expire by operation of law on 1 May 2030. If the services are no longer required, the Contracting Authority may terminate the DAS prematurely. Termination or expiry of the DAS shall not affect Agreements concluded under Phase 2 prior to such termination or expiry, which may continue in accordance with their terms.

## 1.6 REVISION CLAUSE

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### Future developments in Temporary Deployment of External Professionals

A proposed merger between Invest-NL and Invest International is currently underway, which may result in a single organization as of January 1, 2028. This development may have implications for the organizational structure, housing arrangements, and the number of employees. The Participant should consider that the number of users of the Temporary Deployment of External Professionals to be provided may fluctuate due to a growth in staff.

It is possible that the services specified in the Agreement may change in the event of political, budgetary, administrative or organisational developments within the (Dutch) government and the Contracting Authority's expansion or contraction resulting from this, or changes to the Contracting Authority's position within the government or to the targets that must be met. In the event such circumstances occur, the Contracting Authority will consult with the Participant.

## 1.7 SCOPE OF THE ASSIGNMENTS

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The Contracting Authority assumes an estimated total value of the DAS , based on a period of four (4) years, of € 14,000,000 excluding VAT for the contracts that will be put out to tender during the term of the DAS, including extension options.

- For Lot 1 (Interim Management) € 3,500,000 excluding VAT.
- For Lot 2 (Legal Expertise), this amounts to € 3,500,000 excluding VAT.
- For Lot 3 (Financial Expertise), this amounts to € 1,800,000 excluding VAT.
- For Lot 4 (Professionals within business operations) € 1,800,000 excluding VAT.
- For Lot 5 (Training, Coaching and Assessments), this amounts to € 600,000 excluding VAT.
- For Lot 6 (Technical Expertise), this amounts to € 1,800,000 excluding VAT
- For Lot 7 (Project Management) € 1,000,000 excluding VAT.

Please note: The estimated total contract value is indicative. These amounts are based on historical expenditure on external professionals and the projected demand for interim and project-based roles during the term of the DAS. No rights can be derived from the estimated values. This Tender Document has been drawn up based on the current knowledge and insights available at this time.

## 2. SOCIALLY RESPONSIBLE PROCUREMENT

Socially Responsible Procurement is an effective tool to help reduce CO<sub>2</sub> emissions, environmental impact, and resource use, to achieve an inclusive labor market and to stimulate innovative business activity. By directing its procurement towards social goals, the Contracting Authority contributes to a social, ecological, economic, sustainable, and inclusive society. In this, the implementation of the 3Ps (Planet, People and Prosperity) is central.

The main Sustainable Development Goals for which Invest International stands are:

- Fair work and economic growth (SDG 8)
- Climate action (SDG 13)

In addition, through specific projects in developing countries, attention is paid to:

- No poverty (SDG 1)
- No hunger (SDG 2)
- Good health and well-being (SDG 3)
- Clean water and sanitation (SDG 6)
- Industry, Innovation, and Infrastructure (SDG 9)
- Accountable consumption and production (SDG 12)

By focusing on Socially Responsible Procurement in the tendering process, Invest International contributes both to realizing and where possible accelerating the social objectives of the Contracting Authority and aims to making the Candidates business operations more sustainable.

To achieve the objectives set out in this chapter, more is required than simply applying sustainability criteria in the tendering process. It is also about the choices in the primary processes that are translated into the services to be purchased.

The Contracting Authority hereby calls upon the Participants to perform the Contract as sustainable as possible.

# 3. DAS PROCEDURE

This section describes the procedure that the Candidate will go through to participate.

## 3.1 SETTING UP A DAS

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This Tender Procedure is conducted in accordance with the Dutch Public Procurement Act (*Aanbestedingswet 2012*: AW2012). In this case, a Dynamic Purchasing System (DAS), a specific, fully electronic process has been chosen. A notice establishing the DAS has been published on [www.TenderNed.nl](http://www.TenderNed.nl) and in the Supplement to the Official Journal of the European Union.

The Tender Procedure/DAS is divided into two phases. In the first phase, all Candidates may submit a Request to Participate (throughout the entire duration of the DAS) for the Lot(s) of their choice. For each Lot, the Requests to Participate will, based on the provisions set out in this chapter, result in a group of admitted Candidates.

During the opening period of the DAS, (new) Candidates may submit a Request to Participate at any time. In principle, the Admission Phase (Phase 1) does not end until the term of the DAS has expired.

All Candidates admitted to a Lot will be invited to submit a Proposal each time the Contracting Authority wishes to award a Specific Assignment for that Lot (Phase 2/Tender Phase).

### 3.1.1 PHASE 1: ADMISSION PHASE

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Phase 1 runs for the entire duration of the DAS. The Tender Procedure starts with the announcement of the establishment of a DAS by means of a public contract notice on TenderNed. The initial Admission Phase of a DAS begins at the moment of publication. This is a period of 30 calendar days during which Candidates can submit a Request to Participate. During this period, the Contracting Authority cannot place any Assignments via the DAS; this period is intended solely for registration. Candidates can submit a Request to Participate via TenderNed for the Lot within the DAS in which they are interested. Throughout the entire term of the DAS, Candidates can submit a Requests to Participate.

The Contracting Authority will assess the Request to Participate and inform the Candidate within 10 calendar days of receiving the Request to Participate via TenderNed whether it has been accepted. If the Contracting Authority rejects the Request to Participate, it will give reasons for its rejection. All (rejected) Candidates are free to submit a new Request to Participate later, if the reason for the previous rejection no longer applies.

For each Lot, a list of Participants will be established, consisting of parties whose Request to Participate has been assessed as compliant. This list is dynamic: Candidates may be removed if they no longer meet the Requirements, they can withdraw, and “new” Candidates can submit Requests to Participate throughout the duration of the DAS and thus be included on the list of Participants for the relevant Lot.

#### Assessment of Request to Participate

1. The Contracting Authority verifies that all documents accompanying the Request to Participate have been submitted in accordance with the applicable terms and conditions and general provisions. An incomplete response may lead to exclusion. The submission of a conditional Request to Participate will result in exclusion from further participation in the Tender Procedure.

2. The Contracting Authority verifies whether the Grounds for Exclusion apply to the Candidate and whether the Candidate meets the Suitability Requirements. If the Grounds for Exclusion apply to the Candidate or if the Candidate does not meet the Requirements for Suitability, this may result in rejection of the Request to Participate. The Contracting Authority will indicate the consequences of such a decision. Candidates who are not admitted may, during the term of the DAS, improve their compliance with the provisions and requirements and submit a new Request to Participate (Phase 1/Admission Phase).
3. The Requirements for Candidates in the Admission Phase are described in Appendix 2 'Grounds for Suitability requirements part IV ESPD'. This Appendix explains the Grounds for Exclusion and Suitability Requirements set by the Contracting Authority for all Lots to determine whether a Candidate is eligible to be admitted to the DAS. Using the "European Single Procurement Document (ESPD)", the Candidate indicates whether the grounds for exclusion are applicable to their organisation and whether they meet the suitability requirements. In addition, for specific suitability requirements, the Candidate must indicate its agreement with the specific requirement by completing the relevant appendix(es).
4. The Contracting Authority reserves the right to conduct integrity and compliance checks on all Candidates registering. These checks may include, but are not limited to, World-Check screening and adverse media screening. By submitting a Request to Participate, the Candidate explicitly agrees to such screenings and undertakes to cooperate fully upon request. If the outcome of these checks reveals circumstances that may pose integrity, compliance, legal or reputational risks for the Contracting Authority, the Contracting Authority may decide to exclude the Candidate from the DAS or terminate its participation, without any right to compensation.
5. All decisions will be communicated to the Candidates via the messaging module of the DAS in TenderNed. The Candidate will receive a notification indicating whether they are qualified for the relevant Lot(s). Qualified means that the Participant has been admitted to the DAS.
6. Any interested Candidates who disagrees with the decision, despite any additional (oral) explanation provided by the Contracting Authority, may request interim relief (a preliminary injunction) before the civil court in The Hague. Such action must be initiated within 10 (ten) calendar days of the dispatch of the decision. This deadline is a strict limitation period. If an interested party initiates interim relief proceedings, they must, in the interest of swift and proper progress, inform the contact person of the Contracting Authority by providing a copy of the summons.
7. A Candidate seeking to challenge a decision in ongoing interim relief proceedings may do so only by joining or intervening in that procedure and may not initiate separate proceedings.

#### **Possible invitation to tender**

If there are no further impediments, the Contracting Authority, will invite the relevant admitted Candidates (Participants) to submit a Tender by publishing a Specific Assignment within the DAS on TenderNed.

#### **3.1.2 PHASE 2: TENDERING PHASE**

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During the registration phase, the Contracting Authority may issue Specific Assignments. Participants registered within the relevant Lot may submit a Proposal for each Assignment via TenderNed. If you have been admitted to the DAS, TenderNed will notify you as soon as a new Invitation to Tender is posted. In that case, Candidate will always have at least 10 calendar days to submit a Proposal. The Participants themselves decide whether they wish to submit a Proposal for this Specific Assignment.

The Participants and the services to be provided by the Participants must continue to comply with the conditions, requirements and terms set by the Contracting Authority. Participants are responsible for continuing to always comply with the Grounds for Exclusion and Suitability Requirements during their admission to the DAS. If a Participant is awarded a Specific Assignment, the evidence submitted (previously) will be checked for validity. If the (previous) documents are no longer valid, the Participant will be given the opportunity to rectify this within the specified period or a period to be determined later.

Admission to the DAS does not therefore constitute an Assignment, nor can a Participant derive any rights to Assignments from this. The Award is made based on the criteria stated in the Specific Assignment.

#### **Procedure for Invitation to Tender**

The following procedure applies per Lot for the Invitation to Tender. During the term of the DAS, multiple Invitations to Tender may take place.

The Contracting Authority will initiate a Mini-Competition by publishing a Specific Assignment in the DAS on TenderNed. The Candidates admitted in Phase 1 will receive a notification via TenderNed when the Specific Assignment (Phase 2) has been published. All Participants admitted to the DAS for the relevant Lot will be invited each time a new Specific Assignment is issued.

The documents relevant to the Specific Assignment will be included with the Invitation to Tender (Mini-Competition). The Participant may submit questions regarding the Mini-Competition via TenderNed. The questions will be answered anonymously and made visible to all Participants in TenderNed.

The Proposal and all accompanying documents must be submitted through TenderNed in response to the Specific Assignment for the relevant Lot. Only those Candidates who, on the date of publication of the Specific Assignment in TenderNed, are admitted as Participants for that Lot will receive a notification. The Contracting Authority will assess all Proposals received on time.

#### **Awarding of Assignments within the DAS**

The Invitation to Tender contains a description of the Assignment and a list of Requirements. If the Participant is unable to meet these Requirements, he will be excluded from the Tender Procedure. Proposals submitted on time and in full compliance with all Requirements will be evaluated based on the “best value for money”. The Participant with the highest score will be contracted for the Assignment.

### 3.2 TIME SCHEDULE

The indicative time schedule for this Tender Procedure is given below. The Contracting Authority reserves the right to adjust this time schedule during the Tender Procedure. Should this be the case, this will be announced and updated on the TenderNed Platform.

#### Phase 1: Admission Phase

Process steps	Date
Send out the announcement and post the DAS via TenderNed, start the initial period for submitting Requests to Participate (initial Admission Phase).	1 April 2026
Closing of first round of questions: deadline for Candidates to submit questions about this DAS.	17 April
All questions answered via the question-and-answer module + posting the Memorandum of Information.	24 April 2026
Deadline for submitting the Request to Participate and the requested evidence by the initial group of Candidates (submit via TenderNed).	4 May 2026
Assess Requests to Participate (initial group of Candidates) and inform Candidates via TenderNed about the decision on admission.	15 May 2026
Requests for Proposal can be sent to the selected Candidates in Phase 2 and (new) Candidates may submit a Request to Participate via TenderNed; the requested evidence must also be submitted at this time.	As from 18 May 2026
Assess Requests to Participate and inform Candidates via TenderNed about the decision on admission. During the assessment the Candidate hasn't been admitted to the Tendering Phase (Phase 2).	Within 10 calendar days of submission

The time schedule for Phase 2, the Tendering Phase, will be published in the Request for Proposal (RfP).

### 3.3 MEMORANDUM OF INFORMATION

All questions will be recorded anonymously and answered by the Contracting Authority in one or more Memorandum(s) of Information. The Memorandum of Information will be published via TenderNed at the latest on the date stated in article 3.2. Questions will be visible to all parties involved from the time of publication, except for individual questions. The Memorandum of Information forms an integral part of the Tender Documents.

### 3.4 METHOD OF SUBMITTING THE REQUEST TO PARTICIPATE (PHASE 1)

If you wish to be considered for potential Assignments issued under this DAS, you must register and submit your Request to Participate via TenderNed. The Candidate is fully responsible for the timely and complete submission of its Request to Participate. The Contracting Authority cannot be held liable for late, incorrect or incomplete submissions. After the initial 30-day admission period, additional Requests to Participate may still be submitted in the same manner for as long as the DAS remains active.

### 3.5 EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

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The European Commission has drawn up a European Single Procurement Document (ESPD). The European Single Procurement Document is a PDF document that has been partially completed for you. You must complete the remaining requested information yourself. You sign the document and add it to your Request to Participate for the DAS on the TenderNed platform.

By means of the ESPD, the Candidate declares whether the grounds for exclusion apply to it and whether it meets the requirements for suitability stated in the Appendix 1 (note: this concerns part IV of the ESPD. This part states 'selection criteria'. You should read 'Suitability Requirements' there).

## Final word

If, after reading this document, you wish to participate in this Selection Procedure, we wish you success in compiling your Request for Participation and we look forward to receiving your Request for Participation!

Let's build the  
sustainable markets  
of tomorrow together.

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