

**PATRIOTS for EUROPE**

**SPANISH DELEGATION**

**CONDITIONS FOR SUBMITTING A TENDER**

**INVITATION TO TENDER**

**Video recording**

**[ES\_25\_001\_bis]**

1. **GENERAL TERMS AND CONDITIONS FOR PARTICIPATING IN THE INVITATION TO TENDER**
2. Submission of a tender implies acceptance by the tenderer of the terms and conditions laid down in the documents making up this invitation to tender the specifications, the draft contract to be proposed to the tenderer by the « PATRIOTS Group ». The above documents lay down the terms and conditions governing this invitation to tender and complement each other. In the event of contradictions between them, each document shall take precedence over the others in the order indicated in the ‘Final provisions’ of the draft contract*.*
3. In submitting a tender, tenderers waive their own conditions of sale or work. Submission of a tender shall bind the tenderer during performance of the contract, should it be awarded to him.
4. Before submitting a tender, tenderers must take all the steps required to gain a proper understanding of the scale and nature of the subject of the invitation to tender and of any potential difficulties. In submitting a tender, tenderers acknowledge that they are aware of the risks and problems in connection with performance of the contract.
5. The specifications relating to the draft contractand the main terms of the contractare appended to this invitation. The specifications lay down all the documents to accompany the tender submission, including documents substantiating economic, financial, technical and professional capacity.
6. This invitation to tender does not entail any obligation on the part of the « PATRIOTS Group »; that will arise only when the contract is signed with the successful tenderer. Likewise, submission of a tender shall in no way entitle a tenderer to the award of the contract or a part thereof. Until the contract is signed, the « PATRIOTS Group » may cancel the procurement procedure, without candidates or tenderers being able to claim any compensation for any expenses incurred. Where applicable, the reasons for that decision will be stated and communicated to all the tenderers.
7. Tenderers will be informed in writing of the decision taken on their tender.
8. Expenses incurred in connection with preparing and submitting tenders will be borne by tenderers and will not be reimbursed.
9. Tenders will remain the property of the « PATRIOTS Group ».
10. The follow-up to responses to the invitation to submit a tender will entail the registration and processing of personal data (e.g. name, address, CV). Such data will be processed in accordance with Regulation (EU) No 2018/1725 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. Unless otherwise indicated, the replies to questions and the personal data requested are necessary for the evaluation of tenders, in accordance with the specifications in the invitation to submit a tender, and will be processed solely by the authorizing officer responsible for the « PATRIOTS Group » for that purpose. Upon request, tenderers may obtain details of their personal data and they may rectify any personal data, which are inaccurate or incomplete. They may contact the authorizing officer responsible for the « PATRIOTS Group » in respect of any matter relating to the processing of their personal data.Tenderers are entitled to have recourse at any time to the European Data Protection Supervisor with regard to the processing of their personal data.
11. A unilateral termination clause will be stipulated in the contract, with a reasonable term for both parties.
12. **ADDITIONAL INFORMATION**

Tenderers who wish to obtain additional information about the tender documents should submit their questions **in writing** by the deadline for receipt of questions referred to in point 3 below:

* either by post addressed to the recipient department:

EUROPEAN PARLIAMENT

PATRIOTS for EUROPE Group

WEIS K7 014

Rue Wiertz, 60

B-1047 BRUSSELS

* or by e-mail to the following address:

Patriots.tender@europarl.europa.eu

Requests for additional information must bear the following:

INVITATION TO TENDER

[ES\_25\_001\_bis]

No response will be given to any written request for additional information received less than three (3) working days before the closing date for submission of tenders.

The contracting authority will not respond to oral questions, questions submitted after the deadline or questions that are incorrectly worded or addressed.

1. **PROBABLE TIMETABLE FOR THE INVITATION TO TENDER**

Deadline for submission of tenders: **Monday** ***12/05/2025* noon**

Deadline for submission of questions: **Thursday 08/05/2025**

Deadline for awarding the tenders:  **Tuesday 13/05/2025**

1. **CONTENT AND PRESENTATION OF TENDERS**

Tenders may be submitted only in writing, in one of the official languages of the European Union. It is hereby specified that the working language will be French and English.

Your tender must comprise a **signed original** together with one copy, presented in two separate files, with each page duly completed and perfectly legible so as to preclude any doubt whatsoever as to the wording and figures.

Tenders must:

* be drawn up on the tenderer's headed paper;[[1]](#footnote-1)
* be signed by the tenderer or by his duly authorised representative;
* be submitted for the contract in its entirety
* be expressed in euros;[[2]](#footnote-2)

The « PATRIOTS Group » administration will ask tenderers to complete any tender, which is incomplete or illegible, or which is not formatted as requested. The tenderer has three (3) days to comply with such request on penalty of having his offer rejected for lack of conformity.

**The first part of the tender must be entitled:**

**‘I – Administrative Part’**

and must be subdivided into the following sections:

**The order and numbering of the sections must be followed without fail.**

* **Section 1, entitled ‘Memorandum and articles of association - Consortiums’, must contain:**
* the articles of association of the firm acting as representative, or of each firm in the case of a consortium of economic operators, together with details of its registered office, capital structure, shareholders, holdings and the composition of its board of directors, or any other document reflecting the legal status of the economic operator;
* the information sheet concerning consortiums of economic operators, in Annex V of the specifications, duly completed, dated and signed, if the tender is being submitted by a consortium of economic operators.
* **Section 2, entitled ‘Supporting documents relating to the exclusion and selecton criteria’, must contain:**
* The declaration on honor as described in Annex II of the Specifications and the supporting documents relating to the exclusion cases described in the Annex to the Specifications.

**If the tenderer intends to make use of subcontracting all the documents referred to above must also be communicated to all subcontractors. Annex III must be filled in at the request of the « PATRIOTS Group ». The tenderer must also fill in Annex IV in respect of the subcontractors.**

**The second part of the tender must be entitled:**

**‘II – Technical part’**

and must be subdivided into the following sections:

**The order and numbering of the sections must be followed without fail.**

* **Section 1, entitled ‘Technical documents’, must contain[[3]](#footnote-3):**
* The description of the gadgets and their use
* all the documents relating to the technical aspects of the tender which the tenderer considers appropriate to produce.
* **Section 2, entitled ‘Samples - Catalogues’, must contain[[4]](#footnote-4):**
* all samples, catalogues and other similar documents which the tenderer considers appropriate to produce.
* **Section 3, entitled ‘Origins of products - Standards - Suppliers’, must contain:**
* any information about the country of origin of the products used for performance of the contract;
* any information about the standard(s) with which those products comply;
* the names and addresses of the distributors and/or suppliers of those products if they are to be involved in performing the contract.

**The third part of the tender must be entitled:**

**‘III – Financial part’**

and must be made up of a single section containing all documents relating to the financial aspect of the tender, quoting the total amount excluding taxes thereof and any unit prices excluding taxes, together with the price schedules.

**The order and numbering of the sections must be followed.**

1. **TIME LIMITS AND PROCEDURES FOR THE SUBMISSION OF TENDERS**
2. The closing date and time for the submission of tenders are **12/05/2025** noon.
3. Tenders may be submitted:

- by post (registered mail or equivalent)[[5]](#footnote-5) or by courier company, posted no later than the **closing date** indicated above, as evidenced by the postmark or the date of the deposit slip, to the following address:

**EUROPEAN PARLIAMENT**

**Patriots for Europe Group**

**Weis K7 014**

**Rue Wiertz, 60**

**B-1047 BRUSSELS**

* or by e-mail to the following address:

**Patriots.tender@europarl.europa.eu**

* the reference of the invitation to tender:

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* and the following:

**NOT TO BE OPENED BY COURIER OR ANY UNAUTHORISED PERSON**

Depending on the physical size of the tender, the term ‘envelope’ must be taken to cover by extension - parcels, packages, boxes and other containers;

At all events, irrespective of the type of packaging used, tenderers should pay attention to the quality of the envelopes used for submitting their tenders in order to ensure that they do not arrive torn, thereby no longer ensuring the confidentiality or integrity of their contents.

If self-adhesive envelopes are used, they must be sealed with adhesive tape bearing the signature of the sender. The signature of the sender shall be deemed to comprise either the handwritten signature or the signature and the company stamp.

Any tender whose contents have not remained confidential until all tenders are opened will be rejected automatically.

The outer envelope shall also bear the tenderer's name or business name, together with the exact address at which he can be informed of the decision taken on his tender.

1. **OPENING OF TENDERS**

Tenders will be opened at[[6]](#footnote-6):

***At the* « PATRIOTS Group »** ***office in the European Parliament, 60 rue Wiertz, 1047 Brussels, Tuesday 13/05/2025 at 11am.***

1. **NOTIFICATION OF RESULTS**

The « PATRIOTS Group » will inform all unsuccessful tenderers, simultaneously and individually, by electronic means, that their tender has not been accepted. In each case, the « PATRIOTS Group »will indicate the reasons for the rejection of the tender and possible means of appeal.

Simultaneously with the notifications of rejection, the « PATRIOTS Group » will communicate the award decision to the successful tenderer, stating that this does not constitute an obligation on the part of the institution. The contract may not be signed until

* a period of six calendar days, commencing the day after the date of simultaneous notification of the rejection and award decisions, has elapsed if post is used for the dispatch of the above referred notifications or
* a period of three calendar days if electronic means are used for the dispatch of the above referred notifications.

Upon written request - by letter or e-mail - any unsuccessful tenderer who is not in an exclusion situation and whose tender is compliant with the procurement documents may obtain additional information about the grounds for the rejection of his tender. Only tenderers who have submitted an admissible tender may obtain information about the characteristics and relative advantages of the tender chosen, together with the name of the tenderer awarded the contract. However, some information will not be communicated if doing so would hinder application of the law, would be contrary to the public interest or would harm the legitimate business interests of public or private undertakings or could distort fair competition between them.

1. **SUSPENSION OF THE PROCEDURE**

If necessary, after the results have been notified and before the contract is signed, the « PATRIOTS Group» may suspend the signing of the contract for additional examination if this is justified by the requests or comments made by unsuccessful, aggrieved tenderers, or by any other relevant information received. The requests, comments or information concerned must be received during the 10 calendar days commencing the day after the date of simultaneous notification of the rejection and award decisions or, where applicable, the publication of a contract award notice. All tenderers must be informed of any suspension decision within six working days thereof.

Following the additional examination arising from suspension of the procedure, the « PATRIOTSGroup » 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 in contention.

1. There is no provision in the rules, which requires tenders to be drawn up on tenderers’ headed paper. Failure to do so by tenderers, should the authorising department ask for this, should not be a ground for rejecting their tenders. [↑](#footnote-ref-1)
2. Another currency may be accepted, provided that it is the only currency used in the invitation to tender. [↑](#footnote-ref-2)
3. If applicable depending on the nature of the contract [↑](#footnote-ref-3)
4. If applicable depending on the nature of the contract [↑](#footnote-ref-4)
5. To avoid cases where the postmark is not legible, which will cause the offer to be rejected, it is recommended that the template indicate that the submission will be sent by registered or equivalent means so that the bidder can keep proof of the timely submission. [↑](#footnote-ref-5)
6. Or also in the Strasbourg office in the European Parliament [↑](#footnote-ref-6)