

**LETTER of INVITATION TO TENDER**



*Brussels, 25/04/2025*

**Subject:** Call for tender for the conclusion of a market contract *for the video recording of the events of the Spanish Delegation - Patriots for Europe Group.*

Dear Madam, Dear Sir,

The political group Patriots for Europe « PATRIOTS » in the European Parliament is organizing a tender process *with the aim of concluding a contract for services related to the video recording of the events of the Spanish Delegation.* This tender process is a re-launch of the tender ES\_25\_001 launched on the 31° March 2025.

**Background**

The « PATRIOTS » Group is responsible to the European Parliament for the use of appropriations in conformity with the Rules on the use of budget item 400. The procurement of communication services makes part of this appropriation of budget item 400. As such, the « PATRIOTS » Group consist of 14 delegations, representing 85 MEP’s and a Central Secretary department.

The « PATRIOTS » Group is planning to award a framework contract for the purchase of various services in conformity with the dispositions of the rules drafted by the European Parliament.

**Agreement of term/Duration of a contract**

The duration of the contract will be until *31/03/2029.* A unilateral termination clause will be stipulated in the contract governing the relationship with the seller selected under this invitation to tender, with a reasonable term for both parties.

**Service specification**

Please find enclosed the documents relating to this tender procedure, which provide the information you will require should you decide to submit a tender. Those documents are as follows:

- the tender notice;

- this invitation to tender, which sets out the information needed in order to participate;

- the conditions for submitting a tender;

- the specifications and the annexes thereto, providing detailed information on the subject of the contract, the technical specifications, the exclusion, selection and award criteria, and the supporting documents and annexes which you must submit with your tender;

If you are interested in taking part in this tender procedure, please submit a tender in one of the official languages of the European Union (English or French) before the closing date given in this invitation.

The awarded tenderer will draw up a contract, be subject to Belgian law; the courts of the jurisdiction of the Brussels Court of Appeal will be exclusively competent.

**Conflicts of interest**

By accepting this engagement, the Group understands that the tenderer will not accept to carry out other work, which may be seen as compromising either his objectivity or his independence.

**Fees (Price)**

The prices have to be stated separately and clearly indicated per unit price/per men hour. The prices must be expressed in EUR.

The price quote shall be made up of the following elements:

1. The cost net of VAT specified for each *item*. The price quoted must cover all costs borne in the execution of the contract (administrative costs, computing costs, costs entailed to reach the work place, delivery costs, etc.).

**Others**

* Until the contract is signed, the « PATRIOTS Group » may cancel the procurement procedure, without candidates or tenderers being able to claim any compensation. If appropriate, the reasons for such a decision will be stated and communicated to the candidates or tenderers.
* You will be informed in writing of the decision taken on your tender.

*Brussels, 25/04/2025 - Central Secretariat of the « PATRIOTS Group »*