



## INVITATION TO TENDER

### Letter

**Subject: - Greens/EFA digital funding tool**  
**- Negotiated procedure**

Dear Sir or Madam,

The Greens/EFA Group in the European Parliament is planning to award a public contract for the development of a digital tool to provide curated funding programs information to potential users. The package will include the collection of the data to be used to create the automated database, the front end and back end development of the application, a support and maintenance solution, and optionally a communication solution to promote the tool.

The maximum duration of the contract will be until August the 14th, 2024.

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

- this letter of invitation to submit a tender;
- detailed information on the purpose and subject of the contract, the conditions for submitting a tender, setting out the information needed in order to participate in this procurement procedure, and the supporting documents which you must submit with your tender;
- the model contract.

If you are interested in taking part in this procurement procedure, please submit a tender in one of the European Union's official languages, where possible in English, before the closing date given in the conditions for submitting a tender.

You are reminded that, save in the following exceptional circumstances, all contact between tenderers and the Greens/EFA Group in the European Parliament is prohibited throughout the procedure:

Prior to the closing date for submission of tenders:

- **On the initiative of the Greens/EFA Group in the European Parliament**, if we discover an error, inaccuracy, an omission or any other material shortcoming in the wording of any of the tender documents.
- **On the initiative of tenderers**, in order to receive additional information for the sole purpose of clarifying the nature of the

contract. Tenderers who wish to obtain additional information on the procurement documents should submit their questions solely **in writing**,

by e-mail to the following address:

[Greens-EFA.Procurements@europarl.europa.eu](mailto:Greens-EFA.Procurements@europarl.europa.eu)

Any request in writing for additional information must bear the following:

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

The Greens/EFA Group in the European Parliament will not respond to oral questions, questions submitted after the above deadline, or questions which are incorrectly worded or addressed.

Any questions received, together with the relevant replies, will be sent by the Greens/EFA Group in the European Parliament to all tenderers to whom the specifications were sent.

Replies sent simultaneously to all tenderers will be written only in English.

After the tenders have been opened, the Greens/EFA Group in the European Parliament will take the initiative to contact the tenderer:

- if the tender gives rise to requests for explanations, or with a view to correcting material errors in the wording of the tender,
- should the Greens/EFA Group in the European Parliament wish to commence negotiations with all the candidates who have submitted a tender, in order to bring the content of the tenders more closely into line with the requirements of the specifications and the contract.

When following the latter procedure, the Greens/EFA Group in the European Parliament may, if they think fit, enter into negotiations with candidates who have submitted a tender. Any negotiations for that purpose will be conducted in such a way as to ensure that all tenderers are treated equally. They will invariably focus on content in order to determine which of the tenders submitted offers the best value.

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Guillaume SELLIER  
Authorising officer  
The Greens/EFA Group in the European Parliament