



Direction générale du Personnel  
Direction Développement des ressources humaines  
Unité de la formation professionnelle

Luxembourg 20 April 2017

Réf : D(2017) 16499

**Subject:** PE-PERS-2017-035 Vocational training services in the field of surveillance, firefighting, first aid and operational aspects of a security control centre for the European Parliament's site Bruxelles, Luxembourg and Strasbourg.

**Lot 1** General security and safety training

**Lot 2** Additional security training

**Lot 3** Specialised security training

**Lot 4** Fire safety and first-aid training (SSIAP)

#### **Contract notice 2017/S 077-148140**

Dear Sir or Madam,

The European Parliament is planning to award a public contract to provide the European Parliament with a multiple 'cascading' framework contract comprising four lots to cover most professional training subjects in the field of security, fire-fighting, first aid and the operational aspects of a security control centre.

The contract will be divided into four lots, as referred to above. Tenderers may submit a tender for one, more, or all lots.

The maximum duration of the contract will be four years.

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:

- the contract 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;

- the model contract and the annexes thereto.

If you are interested in taking part in this tender procedure, please submit a tender in one of the European Union's official languages before the closing date given in this invitation.

You are reminded that, save in the following exceptional circumstances, all contact between tenderers and the European Parliament is prohibited throughout the procedure.

Prior to the closing date for submission of tenders:

- ***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 documents making up the invitation to tender should submit their questions solely **in writing**:
  - o either by post addressed to the recipient department:

**EUROPEAN PARLIAMENT**

**Professional Training Unit**

**Official Mail Services**

**Konrad Adenauer Building, Office 00D001**

**L-2929 LUXEMBOURG**

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- o or by e-mail to the following address:

**[forpro-tender@europarl.europa.eu](mailto:forpro-tender@europarl.europa.eu)**

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

**INVITATION TO TENDER: PE-PERS-2017-035**

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

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 published on the website where the procurement documents are accessible  
<http://www.europarl.europa.eu/tenders/invitations.htm>

under the FAQ section.

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

- ***On the initiative of the European Parliament***, if its departments discover an error, an inaccuracy, an omission or any other material shortcoming in the wording of the contract notice, the invitation to submit a tender or the specifications.

If appropriate, the additional information and the information referred to above will be communicated on the same date and on strictly identical terms on the website where the procurement documents are accessible <http://www.europarl.europa.eu/tenders/invitations.htm>

After the tenders have been opened and on the European Parliament's initiative:

- if the tender gives rise to requests for explanations, or with a view to correcting material errors in the wording of the tender, the European Parliament will contact the tenderer. Any such contact may not result in the terms of the tender being modified

Sarita KAUKAOJA

Head of Professional Training Unit

*SIGNED*