

Cabinet of the Secretary-General  
Director of Office

Brussels, 12 October 2020

**Subject: Green Public Procurement Helpdesk for EU-Institutions and -Bodies**

**INVITATION TO TENDER EMAS-2020-003**

**Contract notice: 2020/S 198-478796 published on 12 October 2020**

Dear Madam, Dear Sir,

The European Parliament is planning to award a public contract for the above-mentioned service.

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 (and other advertising measures);
- 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 procurement 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 procurement documents should submit their questions solely **in writing** by e-mail to the following address:

[emas.tenders@europarl.europa.eu](mailto:emas.tenders@europarl.europa.eu)

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

## INVITATION TO TENDER

### EMAS-2020-003

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, which is **16 November 2020 at 00:00 midnight**.

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 <https://www.europarl.europa.eu/contracts-and-grants/en/list-of-notices/open-tenders/> under the FAQ section.

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

- ***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 <https://www.europarl.europa.eu/contracts-and-grants/en/list-of-notices/open-tenders/>

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.

Yours sincerely,

*signed*

Susanne ALTENBERG