



INVITATION TO TENDER

Letter

Fill in and delete the highlighted parts in yellow as appropriate. The current one is an example.

Subject: - Greens/EFA Informal external inquiries for work-place harassment

- Negotiated procedure

To whom it may concern,

The Greens/EFA Group in the European Parliament is planning to award a public contract to one or more companies capable of, when required, providing external investigations of psychological or sexual harassment in the workplace. The purpose of these inquiries is to identify whether there is consistent evidence of psychological and/ sexual harassment. The inquiries will be conducted through an informal procedure based on the Greens/EFA policy on dealing with inappropriate behaviour in the workplace. Throughout each investigation, the Greens/EFA Harassment Prevention and Response Unit (HPRU) will play a key role in supporting and overseeing the process to ensure transparency and compliance with the Group's guidelines.

The maximum duration of the contract will be until June 2029.

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;
- the specifications and the annexes thereto, providing detailed information on the subject of the contract, the technical specifications, the 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, 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 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

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

INVITATION TO TENDER Greens/EFA Informal external inquiries for work-place harassment

No response will be given to any request for additional information received after 18th December 2025.

The Greens/EFA Group 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.

- ***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.

If appropriate, the additional information and the information referred to above will be communicated on the same date and on strictly identical terms to all the tenderers who requested the specifications.

After the tenders have been opened, the Greens/EFA Group 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 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 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.

November 2025

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