



INVITATION TO TENDER

Letter

Subject: Greens/EFA CRM Software

– Negotiated procedure

To whom it may concern,

The Greens/EFA Group in the European Parliament is planning to award a contract for the provision of a software solution supporting the work of its Stakeholder Engagement and Outreach activities.

The purpose of the contract is to provide the Greens/EFA Group with a segmentation-driven stakeholder engagement and organising infrastructure based on structured stakeholder data, enabling the Group to manage and develop its relationships with stakeholders, support targeted communication and outreach, integrate event participation and engagement data, strengthen institutional knowledge and improve strategic monitoring and coordination across teams and MEP offices.

The solution should support, among other functions, structured contact and organisation management, stakeholder mapping, dynamic segmentation, relationship and engagement tracking, targeted email communication, forms and event registration workflows, reporting and analytics, stakeholder interaction and feedback, and appropriate GDPR, data protection and governance standards.

The maximum duration of the contract will be until 30 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 functional and operational requirements, the award criteria, and the supporting documents and materials 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:

- unless it relates to ongoing work in the framework of an existing professional relationship.

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 email to the following address:

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

Greens/EFA CRM Software

Requests for additional information must be received by Friday, 30 October 2026, at 23:59 CET (UTC+1). Replies will be provided by Tuesday, 3 November 2026, at 23:59 CET (UTC+1). 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, 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 tenderers who received the specifications.

After the tenders are opened, the Greens/EFA Group may take the initiative to contact a tenderer:

- if the tender gives rise to requests for explanations or clarifications, or with a view to correcting material errors in the wording of the tender;
- where additional clarification or demonstration of the proposed software solution is considered necessary for the assessment of the tender;
- should the Greens/EFA Group wish to commence negotiations with all 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.

Where appropriate, the Greens/EFA Group may also request a demonstration of the proposed software or specific functionalities referred to in the tender documentation.

When following the latter procedure, the Greens/EFA Group may, if it considers it appropriate, 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 the content and conditions of the tenders in order to determine which tender offers the best value for money.

Brussels, October 2026

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Authorising officer

The Greens/EFA Group in the European Parliament