



Schola Europaea
European School of Mol
Europawijk 100
2400 Mol

INVITATION TO PARTICIPATE IN TENDER PROCEDURE

Date: 30/10/2026

Object: **DIY tools and consumables (Outillage) 2026_ 07**

Type of procedure: Low value negotiated procedure

Award method: Offer with the best value for money

Contracting authority: European School of Mol

Dear Madam/Sir,

The contracting authority of the European School Mol is planning to award the contract resulting from the above procurement procedure.

1. Submission of request to tender.

If you are interested in this contract, you are invited to submit your tender in English or Dutch, working language(s) of the contracting authority, by following the modalities explained in the annexed tender documents.

The tender shall be transmitted by electronic mail only to mol-procurement@eursc.eu. The tender must be transmitted no later than **15:00h** (Central European Time) on **Wednesday 18/11/2026**.

A tender received after the time-limit for receipt of tenders will be rejected due to irregularity.

Tenders must be:

- Signed by a duly authorised representative of the tenderer;
- Perfectly legible so that there can be no doubt as to words and figures.

Tenderers must ensure that their submitted tenders contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement documents.

All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

2. Legal effects of the invitation to tender and submission of a request to tender.

This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting authority may cancel the procurement procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and tenderers notified.

The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 90 days.

Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

3. Contacts during the procurement procedure.

Contacts between the contracting authority and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

3.1 Submission phase (before the time-limit for receipt of tenders)

Upon request, the contracting authority may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only to mol-procurement@eursc.eu.

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the procurement documents.]

3.2 Opening of tenders

The contracting authority may negotiate with the tenderer the tender he has submitted with a view to adapting them to the contract documents and seeking the best value for money offer. The minimum requirements laid down in the contract documents shall not be subject to negotiation. The contracting authority reserves the right not to negotiate and to award the contract on the basis of the tender initially received.

Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.

3.3 Evaluation phase (after the opening of tenders)

Except in duly justified cases, tenderers who have failed to submit evidence or to make statements as required in the procurement documents, shall be contacted by the contracting authority to provide the missing information or clarify supporting documents.

The contracting authority may correct obvious clerical errors in the tender after confirmation of the correction by the tenderer. Such information, clarification or confirmation shall not substantially change the tender. This request for information, clarifications or confirmations, may not lead to a substantial modification of the offer.

3.4 Award phase

Tenderers will be notified of the outcome of this procurement procedure by mail. The notification will be sent to the mol-procurement@eursc.eu address provided in the tender for the tenderer (group leader in case of a joint tender).

The e-mail address will be used by the contracting authority for all other communications with the tenderer. It is the tenderer's responsibility to provide valid mail and valid electronic mail addresses and to check them regularly.

Data protection

If processing a reply to the invitation to tender involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and pursuant to the national legislation related to the protection of privacy. Unless indicated otherwise, any personal data will be processed solely for evaluation purposes under the call for tenders by mol-dpo-correspondent@eursc.eu. Details concerning the processing of personal data are available in the privacy statement at: <https://www.esmol.be/en/procurements/2030-12-31/supplier-privacy-statement>

If you would like to exercise your rights under Regulation (EU) 2016/679, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, you can contact the data controller at mol-dpo-

correspondent@eursc.eu by explicitly specifying your request.

The tenderer's personal data may be registered in the Early Detection and Exclusion System (EDES) if the tenderer is in one of the situations mentioned in Article 138 of the Financial Regulation¹³.

For more information, see the privacy statement:

https://commission.europa.eu/strategy-and-policy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes_en

Means of redress

You have the possibility to lodge an action against the judicial court of the district of Anvers, according to the Articles 14, 15, 23 and 24 of the law of the 17th of June 2013 related to « *motivation, à l'information et aux voies de recours en matière de marchés publics, de certains marchés de travaux, de fournitures et de services et de concessions* » within the time limits provided for in Article 23 of the said law.

Any requests you may make and any replies to them or complaints of maladministration will have neither the object nor the effect of suspending the time limit for lodging an appeal or of opening a new period for lodging an annulment procedure.]

Yours faithfully,

Roberto Teruel
Procurement officer
(e-signed)



Digitally signed by

Roberto TERUEL

Date: 2026.10.30

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¹³ Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) (OJ L, 2024/2509, 26.9.2024, ELI: <http://data.europa.eu/eli/reg/2024/2509/oj>).