



*Schola Europaea*  
European School of Mol

## TENDER SPECIFICATIONS

NEGOTIATE PROCEDURE OF LOW VALUE

TENDER N° 2025\_01

### MEDICINES AND MEDICAL MATERIAL

Award method: **Lowest price**

Type of contract: **Framework contract.**

Contracting authority: **European school of Mol.**

Estimated Value: **20.000,00€**

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## 1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

### 1.1. Legal basis: what are the rules?

This tender is governed by the provisions of:

- [the Financial regulation of the European Schools](#) and
- [Regulation \(EU, Euratom\) 2024/2509 of the European Parliament and of the Council of 23 of September 2024 on the financial rules applicable to the general budget of the Union](#) (the Financial Regulation)<sup>1</sup>.

### 1.2. Subject: what is this procurement about?

The subject of this procurement is the supply and delivery of medicines for the infirmaries of the European School of Mol.

The technical clauses and the financial statement specify the characteristics of the products and services.

### 1.3. Lots: is this procurement divided into lots?

This procurement is not divided into lots.

### 1.4. Description: what do we want to buy through this procurement (minimal technical specifications)?

The supplies that are the subject of this call for tender, including any minimum requirements, are described in detail below.

#### 1.4.1. Background and objectives

This call for tenders is launched and managed by the European School of Mol, known as the contracting authority for the purposes of this call for tenders, who wishes to conclude a framework contract for the supply and delivery of medicines for the medical service in the School.

#### 1.4.2. Technical description

The bidder undertakes to ensure the supply and quality of the products.

For each of the supplies, the tenderer will submit a detailed sheet enabling the European School to verify that all the requested technical specifications concerning the supplies are complied with in their proposal (Annex 3 – Technical offer).

The supplies must meet the following technical specifications:

- The equipment delivered must be new and in good condition.
- The items will be labelled in accordance with the regulations in force and in particular with the European standard in this area.

#### Description of the items:

**The list of requested items** includes a set of items that must be proposed by the bidder. Tenderers must make a tender for all the articles included in this basic list. Any product offered as an alternative to the reference model must be of at least equivalent quality (same standard, same level

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<sup>1</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

of practice). If an alternative is proposed, the technical specification must be provided by the applicant and demonstrate equivalence.

Order	MEDICINES	Order	MEDICAL MATERIAL
1	Adrenaline Denolin 1 mg/1 ml syringe 0.1%	1	Leukoplast 28x78 mm
2	After-sun cream	2	Leukoplast 28x78 mm
3	Alcohol 1 liter	3	MaiMed Plast Soft 8x5
4	Antimetil comp 36 (or equivalent)	4	Coban 5x4.5 / 36
5	Antimetil gom 24 (or equivalent)	5	Coban 10x4.5
6	Antimetil sirop	6	Mollelast elastische fixatiewindsels, 10cm x 4m, los (20)
7	Arnica gel 7%_60 ml	7	Vingerlingen 2 v
8	Arnicaforce	8	Dermagen 50 ml
9	Aspirin Bayer Fastcaps 500 mg, 40 co per box (or equivalent)	9	Hansamed spray 100 ml
10	Atrovent HFA 20 mcg aerosol (or equivalent)	10	Crepe windels VH 5 cm
11	Aureomycin 1% - Ophthalmic Ointment - 5 g	11	Crepe windels VH 7 cm
12	Baqsimi nasal spray	12	Strappel 5cm
13	Bayer Contour Blood Glucose Test Strips - 50 Strips (or equivalent)	13	Sparya Signa 250 ml
14	Bisolvon Cough Fat Syrup 8mg/ml (or equivalent)	14	Cederroth Oogspoelfles - 500 ml
15	Bisolvon Dry Cough Syrup 2mg/ml (or equivalent)	15	EKG papier voor ELI 230 mortara
16	Buscopan (or equivalent) dragées - 50*10mg	16	WA resting tab elektroden
17	Calendeel	17	Universele Reinigingsdoekjes in een koker 100 stuks
18	Calmiderm cream 40 mg	18	Foam Band 7.5X6
19	Cedium	19	Coldpack / Hotpack - 13 x 14 cm
20	Celestone Drops	20	Coldpack / Hotpack - 12 x 29 cm
21	Cetirizine EG per 100 co	21	OneTouch Verio Teststrips (50)
22	Dafalgan odis 500mg	22	Porefix - 5 x 7 cm
23	Desloratadine EG 0.5 mg/ml 150 ml	23	Opsite Flexifix - 5 cm x 10
24	Dettol 1 litre (or equivalent)	24	Batigras 5X5
25	Distill eyedrops	25	Minigrip sac 4x6
26	Effortil 0.75% drops (or equivalent)	26	Minigrip sac 15x20
27	Epipen 0.15 mg/dose OR Jext 150 mg	27	Naaldcontainer 3l
28	Epipen 0.3 mg/dose OR Jext 300 mg	28	Hypafix 5X10
29	Ether 1 liter	29	Hypafix 10x10
30	Eucerin pH5 Body Lotion Pump 400 ml (or equivalent)	30	Medipore + Pad 3m 5x 7,2cm

31	Excess by 30 co (or equivalent)	31	Braakzakjes Megro 50 st
32	Fenigel cream 30 g (or equivalent)		
33	Fenistil drops 0.1% Oral Solution 1mg/ml - 20ml (or equivalent)		
34	Flamigel tube - 250 mg (or equivalent)		
35	Flammazine cream - 50g (or equivalent)		
36	Flammirins		
37	Flexium gel 10% - 40g (or equivalent)		
38	Fucithalmic 10 mg/g Eye Gel - 5g (or equivalent)		
39	Furacine Soluble Dressing 2 mg/g Ointment - 30g (or equivalent)		
40	Gengigel gingival GEL 20 ml (or equivalent)		
41	Glucagen Hypokit		
42	Glycerin Suppo Adult 100 Fag		
43	Hacdil- S 5 mg/ml 10 x 15 ml		
44	Hirudoid cream 50 g (or equivalent)		
45	Homeoptic eye drops 0.4ml (or equivalent)		
46	Homeoptic eye drops in solution 30 single doses		
47	Hydrogen peroxide 3% 250 ml		
48	Ibuprofen Children's Syrup 200 mg		
49	Ibuprofen tablet 200 mg		
50	Ibuprofen tablet 400 mg		
51	Imodium Instant co (or equivalent)		
52	Inotiol 90 g		
53	Isobetadine dermicum 500ml		
54	Iso-Betadine Gel 10% - 100 g		
55	Iso-Betadine Tulle 10% 10 x 10 cm - 10 pieces		
56	Jelonet 10x10 by 10 (or equivalent)		
57	Lice Comb		
58	Medica junior 30 tablets (or equivalent)		
59	Medica Lemon Sugar-Free 5 mg/1 mg - 36 tablets (or equivalent)		
60	Mint Alcohol Ricqles - 100 ml (or equivalent)		
61	Neo-sabenyl Disinfectant - 200ml (or equivalent)		
62	Norit 200 capsules 30 X 200 MG (or equivalent)		
63	Nurofen sirop 2% et 4% (equivalent for Ibuprofen sirop)		

64	One Touch Lancets (100) per box (or equivalent)
65	Optifree Pure Moist 90 ml (or equivalent)
66	Paracetamol 500 mg tablets per 100 co
67	Paracetamol Instant 500 mg
68	Paracetamol Instant Junior 250 mg
69	Paracetamol paediatric syrup 30 mg/ml 200 ml
70	Perdofemina 400mg 30 tablets (or equivalent)
71	Perdolan sirop for children (0-39kg) (equivalent for paracetamol pediatrie sirop 30mg/ml)
72	Perio-Aid (or equivalent) Alcohol-Free Mouthwash - 500ml bottle
73	Physiodose Saline Sterile Single-dose Physiological Therapy - 40x5ml (or equivalent)
74	Primperan 5 mg/ml syrup 200 ml (or equivalent)
75	R-Calm
76	Reflex Spray - 130 ml (or equivalent)
77	Rennie 120 lozenges per sugar-free box (or equivalent)
878	Solumedrol, Powder for Solution for Injection - 125mg (or equivalent)
79	Solumedrol, Powder for Solution for Injection - 40mg (or equivalent)
80	Spidifen 400 mg - 30 tablets (or equivalent)
81	Stodal syrup 200 ml (or equivalent)
82	Talcum powder
83	Tasectan capsules 15 X 500 MG (or equivalent)
84	Tasectan Powder Kids 250 mg (or equivalent)
85	Terra-Cortril Eye Ointment - 3.5 gr (or equivalent)
86	Toularynx Dextromethorphan 180 ml (or equivalent)
87	Traumeel
88	Ultra sensitive sun lotion IP50+
989	Vaseline tube
90	Ventolin 100 aërosol
91	Ventolin 100 puff
92	Vitis orthodontic orthodontic wax (or equivalent)
93	Zovirax 50 mg/g cream 2 g (or equivalent)
94	Zyrtec drops 10 mg/ml (or equivalent)

The contractor undertakes, throughout the performance of the contract, to produce a regular

quality of supplies.

#### 1.4.3. Method of ordering

All orders for supplies must be the subject of one or more purchase orders.

Orders are placed as and when the contracting authority needs by means of an order form sent to the contractor, in particular by e-mail.

In the event of exhausted supplies requested on the order form, the contractor will be required by telephone or email; and to provide an equivalent product. The supplier follows up on orders by indicating the reason for non-supply for each item ordered; By ensuring the return and/or exchange of items in the event of a delivery error or deteriorated items; By managing and tracking items awaiting delivery.

#### 1.4.4. Delivery conditions

Delivery must be included in the price of the items provided in the financial offer: **with no additional delivery charges when ordering the items.**

A delivery note must be signed by the representative of the contracting authority responsible for receiving the goods, for each delivery.

The supplier undertakes to deliver the items ordered on the days and times indicated.

In accordance with the [European Directive 2008/98/EC](#), the contractor must have a collection point for expired medicines (pills, syrups, sprays, etc.). This will allow the school to deposit, free of charge, any medicines that are no longer used due to expiration.

#### 1.4.5. Procedures for the admission of supplies

Quantitative and qualitative verification operations will be carried out in accordance with the requirements within ten (10) working days. After this period, the supplies are deemed to be accepted. If the supplies do not match in quality, the different options are necessary:

- Rejection: If the supplies are not compliant, the contracting authority may reject them by registered letter with acknowledgement of receipt.
- Deferral: The contracting authority may propose in writing to the contractor to carry out adjustments within three (3) working days.
- Reduction: The contracting authority may order the reduction, i.e. a reduction in the price according to the extent of the imperfections found by a reasoned decision notified to the contractor, who is invited to submit his observations within fifteen (15) days.

#### 1.4.6. Modification of supplies

The supplier may, during the performance of the contract, make changes to the supplies made necessary by imperative circumstances, such as, for example, a change in technical standards or legislative or regulatory provisions affecting the conditions of performance of the contract, without, however, modifying the essential characteristics of the supplies which are the subject of this contract. If these changes have consequences which make it impossible or more difficult to perform certain provisions of the contract, in particular as regards prices, the contractor shall communicate to the contracting authority the appropriate justifications.

#### 1.4.7. Variants: Are variants allowed?

Variants (alternatives to the model solution described in the Tender Specifications) are not allowed. The *Contracting authority* will disregard any variants described in a tender.

**1.4.8. Options: Are additional optional services requested?**

No option is requested. The *Contracting authority* will disregard any option proposed in a tender.

**1.5. Place of performance: where will the contract be performed?**

The supplies will be delivered at the European School of Mol (Europawijk, 100.- 2400 Mol (België)

**Incoterm: All materials will be delivered and placed at the location specified by contracting authority. Free of any charge for all transport, customs duties, transshipment insurance, delivery ready-to use, unpacking and installation, etc.**

Only if the contracted supplier's point of sale (e.g., a pharmacy) is located within a 10-km radius of the European School, may the school's technical team personally collect the supplied materials, so no additional transportation costs will be incurred.

**1.6. Nature of the contract: how will the contract be implemented?**

The procedure will result in the conclusion of a framework contract.

A framework contract establishes a mechanism for future repetitive purchases by the Contracting authority to be awarded in the form of specific contracts. The signature of a framework contract does not impose an obligation on the Contracting authority to conclude specific contracts with a framework contractor.

The framework contract will be concluded with one contractor. Specific contracts shall be awarded on the basis of the terms laid down in the framework contract, refined or, in duly justified circumstances, supplemented to reflect the particular circumstances of the specific contract. The details are set out in Article I.4.3 of the Draft contract.

🔗 Tenderers need to take full account of the provisions of the Draft contract as the latter will define and govern the contractual relationship(s) to be established between the Contracting authority and the successful tenderer(s). Special attention is to be paid to the provisions specifying the rights and obligations of the contractor, in particular those on payments, performance of the contract, confidentiality, and checks and audits.

**By submitting a tender, the tenderer also accepts all the terms and conditions set out in the draft contract annexed to these specifications. The successful tenderer of the contract may no longer request an adaptation of any clause whatsoever.**

**1.7. Volume and value of the contract: how much do we plan to buy?**

The ceiling of the framework contract, i.e., the maximum amount that can be spent under the framework contract is **TWENTY THOUSAND EUROS (20.000,00€)**. The actual amounts depend on the quantities that the contracting authority will order under specific contracts or order forms. In any event, the ceiling of the framework contract, i.e., the maximum amount that can be spent under the framework contract, cannot be exceeded.

The contract shall automatically terminate if this maximum amount is reached, without notice or compensation, unless an addendum has been previously signed by both parties.

If the total amount is reached for a lot, no more orders may be placed under the said lot, without notice or compensation, unless an addendum has been previously signed by both parties.

**1.8. Duration of the contract: how long do we plan to use the contract?**

The contract or purchase order resulting from the award of this procurement will be concluded for **24 months tacitly renewable 1 time** for successive periods of 24 months, i.e., **48 months maximum**, unless one of the parties receives formal notification to the contrary at least three months before the end of the current duration.



## 2. EVALUATION AND AWARD

The evaluation of the tenders that comply with the submission conditions will consist of the following elements:

- Check if the tenderer has access to procurement.
- Verification of non-exclusion of tenderers on the basis of the exclusion criteria.
- Selection of tenderers on the basis of selection criteria.
- Verification of compliance with the minimum requirements defined in the Tender specifications.
- Evaluation of tenders on the basis of the award criteria.

The *Contracting authority* will evaluate the abovementioned elements in the order that it considers to be the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation.

The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only tenderer(s) for whom the verification of all elements did not reveal grounds for rejection can be awarded the contract.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the Contracting authority during the procedure.

For the purposes of the evaluation related to exclusion and selection criteria the Contracting authority may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

### 2.1. Exclusion criteria

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 136(1) of the Financial Regulation.

As evidence of non-exclusion each tenderer needs to submit with its tender a Declaration on Honour in the model annexed. The declaration must be signed by an authorised representative of the entity providing the declaration.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations. The documents mentioned as supporting evidence in the Declaration on Honour need to be provided whenever requested and where this is necessary to ensure the proper conduct of the procedure within a deadline given by the Contracting authority<sup>2</sup>.

**⚠ Please note that a request for evidence in no way implies that the tenderer has been successful.**

### 2.2. Selection criteria

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical, and professional capacity to perform the contract.

The selection criteria for this procurement, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

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<sup>2</sup> The obligation to provide the supporting evidence will be waived in the following situations:

- if such evidence can be accessed by the Contracting Authority on a national database free of charge, in which case the economic operator shall provide the Contracting authority with the internet address of the database and, if needed, the necessary identification data to retrieve the document.
- if there is a material impossibility to provide such evidence.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for the call for tender. The model Declaration on Honour annexed shall be used. The declaration must be signed by an authorised representative of the entity providing the declaration.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

The subsections below specify which selection criteria evidence must be provided with the tender or may be requested later at any time during the procurement procedure<sup>3</sup>.

👉 **Please note that a request for evidence in no way implies that the tenderer has been successful.**

### 2.2.1. Legal and regulatory capacity

Tenderers must prove that they have legal capacity to perform the contract and the regulatory capacity to pursue the professional activity necessary to carry out the supplies subject to this procurement.

The legal and regulatory capacity shall be proven by the evidence listed below:

- Licence or Proof of authorisation that the tenderer is authorised to perform pharmacology supplies or services in Belgium.

### 2.2.2. Economic and financial capacity

Tenderers must comply with the following selection criteria in order to prove that they have the necessary economic and financial capacity to perform the contract.

Criterion F1	
<b>Minimum level of capacity</b>	Average yearly turnover of the last two financial years above the 50% of the estimated value of the contract (10.000,00€).
<b>Evidence</b>	Copy of the profit and loss accounts and balance sheet for the last two years for which accounts have been closed from each concerned involved entity, or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months.

👉 The evidence of economic and financial capacity does need not be provided with the tender but may be requested by the Contracting authority at any time during the procedure. **Please note that a request for evidence in no way implies that the tenderer has been successful.**

## 2.3. Compliance with the minimum requirements of the Tender specifications

By submitting a tender, a tenderer commits to perform the contract in full compliance with the terms and conditions of the documents for this call for tender. Particular attention is drawn to the minimum requirements specified in Section 1.4 of these specifications and to the fact that tenders must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to [Directive 2014/24/EU](#).

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<sup>3</sup> The obligation to provide the supporting evidence will be waived in the following situations if such evidence can be accessed by the *Contracting Authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document.

The minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any, limitations, conditions, or reservations on the part of a tenderer and not be the subject of any negotiation initiated by the contracting authority.

👉 **Tenders that are not compliant with the applicable minimum requirements shall be rejected** due to irregularity.

## 2.4. Award criteria

The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous tender.

Tenders will be evaluated on the basis of the following award criteria and their weighting:

CRITERIA	WEIGHT	EVALUATION SYSTEM
<b>C1: Total discount offered for medicines.</b>	<b>45,00%</b>	Bidders will offer their prices in the proposed scenarios, and scores will be assigned by applying the following arithmetic formula:
$Score = 45,00 \text{ points} \times \left( \frac{\text{Offer considered}}{\text{Best Offer}} \right)$		
<b>C2: Total discounts offered for material.</b>	<b>55,00%</b>	Bidders will offer their prices in the proposed scenarios, and scores will be assigned by applying the following arithmetic formula:
$Score = 55,00 \text{ points} \times \left( \frac{\text{Offer considered}}{\text{Best Offer}} \right)$		

## 2.5. Abnormally low tenders

If the price proposed in the tender appears to be abnormally low (Greater than 25% of the arithmetic average of all the offers received and accepted), the Contracting authority may reject the tender under the conditions set out in point 23 of Annex 1.6 to the EU Financial Regulation.

## 2.6. Tie-breaking Criteria.

In the event that several tenders present the same ratio, the tenderers concerned will be asked to submit a new tender until their tenders are decided upon.

## 2.7. Award (ranking of tenders)

Tenders shall be ranked according to the best price-quality ratio in accordance with the formula below: C1 + C2.

👉 The contract shall be awarded to the tender ranked first, which complies with the Tender Specifications and is submitted by a tenderer having access to procurement, not in an exclusion situation and fulfilling with the selection criteria.

### 3. FORM AND CONTENT OF THE TENDER.

#### 3.1. Form of the tender: how to submit the tender?

Tenders are to be submitted according to the instructions laid down in the Invitation to tender letter.

👉 Make sure you prepare and submit your tender early enough to ensure it is received within the deadline specified to submit an offer in the invitation. A tender received after this deadline will be automatically rejected due to irregularity.

#### 3.2. Content of the tender: what documents to submit with the tender?

👉 The documents to be submitted with the tender are:

- Tenderer's entity form (Annex 1)
- Declaration on the honour related to the exclusion and selection criteria (Annex 2)
- Your financial offer (Annex 3)
- Form bank account (Annex 4)
- [Any other useful documents (Annex XX)]

👉 **Each document must be signed by a duly authorized representative of the tenderer.**

The following requirements apply to the technical and financial offer:

- *Financial offer.*

A complete financial offer.

In case of discrepancies between different documents, only the amount indicated in the financial offer will be taken into account.

- quoted free of all duties, taxes and other charges, i.e. also free of VAT. The tenderer may indicate the amount of VAT but it must be shown separately.

👉 The European schools are exempt from such charges. Exemption is granted to the European Schools by the governments of the Member States.

**In Belgium, European schools are exempted through exemption No 450, Article 42, §3 paragraph 1<sup>st</sup>, 4<sup>o</sup> of the VAT code.**

#### **4. PROCESSING OF PERSONAL DATA**

Any personal data included in or relating to the tender, including its implementation, shall be processed in accordance with 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 repealing Directive 95/46/EC. Such data shall be processed solely for the purposes of the monitoring of the tender by the data controller.

Tenderers or any other person whose personal data is processed by the data controller in relation to this contract has specific rights as a data subject under Regulation (EU) 2016/679, in particular the right to access, rectify or erase their personal data and the right to restrict or, where applicable, the right to object to processing or the right to data portability.

Should tenderers or any other person whose personal data is processed in relation to this contract have any queries concerning the processing of its personal data, it shall address itself to the data controller: the Director of the School.

They may also address themselves to the Data Protection Officer of the data controller. They have the right to lodge a complaint at any time to the European Data Protection Supervisor.

Details concerning the processing of personal data can be requested to the data controller.

#### **LIST OF ANNEXES:**

The following documents are attached to this specification and form an integral part of this specification:

- Annex 1: Tenderer's entity form
- Annex 2: Declaration of the honour related to the exclusion and selection criteria
- Annex 3: Financial offer
- Annex 4: Form bank account
- [Annexe- XX: Any other useful document]