



Schola Europaea
European School of Mol
Europawijk 100
2400 Mol

Date: 01/06/2026

TENDER SPECIFICATIONS

Procedure No 2026_03

MEDICAL SERVICES: SCHOOL DOCTOR

Type of procedure: **Negotiated procedure for low-value contracts**

Award method: **best value for money**

Type of contract: **framework contract**

Contracting authority: **European School of Mol (ESMOL)**

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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 September 2024 on the financial rules applicable to the general budget of the Union \(recast\)](#) (the Financial Regulation)¹.

1.2. Subject: what is this procurement about?

The subject of this procurement is the provision of **SCHOOL MEDICAL SERVICES** to pupils of the European School of Mol, including preventive consultations, clinical assessments, support to the school nurse, preparation of medical reports, vaccination-related activities where applicable, and coordination with pupils' families and external healthcare providers when necessary.

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

1.4.1. Background and objectives

The intention is to have a specialized doctor service, in accordance with the legal provision in the Flanders region (Belgium).

1.4.2. Technical description

TASKS TO BE DONE
<p>The school doctor shall provide medical services for nursery, primary and secondary pupils on an as-needed basis, estimated at 2 to 3 hours per week. The services shall include, as required by the School:</p> <ul style="list-style-type: none"> • Clinical consultations and health assessments (estimation approx. 360-380 consultations per academic year). • review and follow-up of pupils' medical needs; • preparation of medical reports and recommendations for parents; • advice regarding vaccination and, where legally and medically appropriate, vaccination-related support; • cooperation with the school nurse in the performance of preliminary screenings and file management;

¹ 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).

<ul style="list-style-type: none"> • referral of pupils to specialised care where appropriate. <p>All this is done in collaboration with the school nurse, who performs the preliminary tests and manages the medical file.</p> <p>The doctor assigned to the performance of the Contract must be legally authorised to practice medicine in Belgium and must demonstrate relevant experience in the care of children and adolescents. Particular value will be given to experience in paediatrics, family medicine with a paediatric focus, school medicine, or equivalent professional experience in child health services.</p> <p>The doctor assigned to the Contract must be able to communicate effectively in Dutch, French and English, both orally and in writing, in order to ensure proper communication with pupils, parents, the school nurse, and the School administration.</p>
<p>GENERAL OBLIGATION TO IMPLEMENT THE CONTRACT PROPERLY AND TO INFORM ESMOL.</p>
<p>The Contract does not create an employment relationship, agency relationship, or partnership between the Contractor and the European School of Mol. The Contractor shall perform the services as an independent professional and shall remain solely responsible for all tax, social security, and professional obligations arising from the performance of the Contract.</p> <p>The doctor must immediately inform ESMOL if he is unable to perform his obligations under the Contract or becomes aware of other circumstances that may affect the Contract.</p>
<p>RECORD KEEPING AND SUPPORTING DOCUMENTATION.</p>
<p>The Contractor shall keep complete and accurate records, together with all supporting documents, evidencing the proper performance of the Contract, including the number of consultations, hours worked, and any relevant service reports. Such records shall be retained for a period of two (2) years from the date of the final payment, or longer where required by applicable law, audit, investigation, litigation, or claim.</p>
<p>INSURANCE POLICY FOR CIVIL LIABILITY AND OCCUPATIONAL RISKS</p>
<p>Prior to the commencement of services, the Contractor shall provide evidence of valid professional liability insurance and any other insurance required by applicable law to cover risks arising from the performance of the services under the Contract.</p> <p>The policy shall remain in force for the full duration of the Contract. The minimum coverage amounts shall be specified in the tender submission and shall be taken into account in the award procedure.</p>
<p>REQUEST FOR PAYMENT</p>
<p>The Contractor shall submit invoices twice per calendar year, in June and December, unless otherwise agreed in writing by the Contracting Authority. Each invoice shall clearly state:</p> <ul style="list-style-type: none"> • the contract reference number, • the period covered, • the number of consultations performed, • the dates of the consultations, • and any other information reasonably required for verification and payment processing.

1.4.3. 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.

1.4.4. 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 services are carried out at the European School of Mol Address:
Europawijk 100, 2400 Mol (Belgium)

How to get there: <https://goo.gl/maps/Se7n9eez7waR7AU78>

ESMOL provides the doctor with the following facilities with furniture and equipment in the primary school building for the development of their functions:

- Meeting room: 30 m²
- Office: 30 m²
- Waiting room: 30 m²
- Changing rooms: 30 m²
- Toilets: 6 m²

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

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

A framework agreement establishes a mechanism for future repeat purchases by the contracting authority in the form of specific contracts. The signing of a framework agreement does not oblige the contracting authority to conclude specific contracts with a framework contractor.

The framework agreement is concluded with a single contractor. The specific contracts shall be awarded on the basis of the terms laid down in the framework agreement, which shall be refined or, in duly justified circumstances, supplemented to take account of 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?

An indicative estimate of the quantities to be ordered for the entire duration of the framework contract is **SIXTY THOUSAND EUROS (60,000.00 €)**. These quantities are only estimates and there is no commitment as to the exact quantities to be ordered. The actual quantities will depend on the quantities that the contracting authority will order through specific contracts. In any case, the ceiling of the framework contract, i.e. the maximum amount that can be spent through the framework contract, must not be exceeded.

The contract will be automatically terminated if this maximum amount is reached, without prior notice or compensation, unless both parties have signed an addendum in advance.

If the total amount for a lot is reached, no further orders can be placed under the said lot, without notice or compensation, unless an addendum has been signed in advance 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 contract is concluded for **one (1) year** and is tacitly renewed 3 times for successive periods of 1 year each, i.e. **up to 4 years**, unless either party is formally notified to the contrary at least six (6) months before the end of the current term.

1.9. Entities subject to restrictive measures and rules on access to procurement: who may submit a tender?

The tender may be submitted by natural or legal persons.

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 authority².

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

2.2. Selection criteria

² 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.

The purpose 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 capacity levels, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers who do not meet the minimum capacity requirements shall be rejected. All these criteria must be met throughout the entire duration of the contract. However, if the contracting authority discovers that they have ceased to be met, the contractor may be required to indemnify the European School through civil liability.

When submitting its tender, each tenderer declares on his honour that he meets the selection criteria for the call for tenders. For this purpose, the attached model of the declaration on honour must be used. The declaration must be signed by an authorised representative of the entity issuing the declaration.

Whether a tenderer meets the selection criteria will initially be assessed on the basis of the submitted statement(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 procedure³.

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 are legally authorized to perform the contract and that they are legally authorized to carry out the professional activity necessary to perform the services covered by this tender.

- Legal and regulatory authority is demonstrated by the Registration in the corresponding professional association of doctors (**Order of Physicians (Orde der Artsen)**), authorising the practice of the profession on Belgian territory.
- Attestation from the “*Kruispunt van Ondernemingen*” indicating a “*Juridische situatie*” with Code: 000, *Beschrijving: Normale toestand*
- Attestation from the *Rijksdienst voor Sociale Zekerheid (Algemene Directie van de Inningsdiensten)* which states that there are no outstanding debts with social security.
- Extract from the criminal record (*Uittreksel uit het strafregister*). Model 596.2 “*Model bestemd voor de contacten met minderjarigen*”, with “*blanco strafregister*”.

2.2.2. Technical and professional capacity

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

Criterion T1

The tenderer must demonstrate official qualifications as a doctor.

³ 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.

Evidence	The doctor must submit a copy of the medical diplomas obtained by the faculties for the profession on Belgian territory or equivalent in any other country of the European Higher Education Area. He or she must also submit a copy of the diplomas of the training courses that have been followed.
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All of the above specified evidence of technical and professional capacity must be provided with the tender.

Involved entities must not be subject to conflicting interests which may negatively affect the contract performance. Where the Contracting authority has established such conflicting interests, it may conclude that the tenderer or an involved entity does not possess the required professional capacity to perform the contract to an appropriate quality standard.

The presence of conflicting interests shall be examined during the evaluation phase based on the statements made through the Declarations on Honour.

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.

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 purpose of the award criteria is to evaluate the tenders in order to choose the most economically advantageous tender. Tenders will be evaluated on the basis of the following award criteria and their weighting:

CRITERIA	WEIGHT	EVALUATION SYSTEM
C1.- Technical proposal	15,00%	The application of subjective value judgements determined by the evaluation committee
C2.- Professional qualifications	10,00%	
C3.- Years of experience	20,00%	By the automatic application of mathematical formulas
C4.- Insurance for civil liability.	10,00%	
C5.- Prices / Honorarium	45,00%	

C1.- Technical proposal	weight
<p>The bidder will submit a technical proposal (max 2 pages) about the practical organization of the service and the professional's responsiveness to the school's needs will be assessed, according with the follow criteria:</p> <ul style="list-style-type: none"> Purpose organization: weekly availability and ability to provide cover in case of absence, 	15,00%

<ul style="list-style-type: none"> Purpose of coordination methods with the school nurse and administration, etc. 	
C2.- Professional qualifications	
<p>2.1. Bidders will list their qualifications and training certificates, providing copies of diplomas for each.</p> <ul style="list-style-type: none"> Other additional diplomas (university) to the doctor (e.g. Master diplomas). (Max. 4,00points) Additional trainings and certifications of specialization. (Max 2,00 points) EKG-attest. (Max 1,00 points) <p>2.2. Demonstrated ability to work in multilingual environments and spoken languages The ability to speak several languages will also be considered (diplomas are not required, only a sworn statement attesting to fluency in each language). (Max 3,00 points)</p>	10,00%
C3.- Years of experience	
<p>The bidder who offers a doctor with the most experience in family medicine or paediatrics, child and adolescent care, school medicine, or similar gets the maximum score. The following mathematical formula is applied to the rest:</p> <p style="text-align: center;">Number of points = 10.00 x (Pi/Pmax)</p> <p>Are: Pmax = the bidder with more years of work experience Pi= The tender of the tenderer with fewer years of professional experience</p>	20,00%
C4.- Insurance for civil liability.	
<p><u>Insurance for civil liability.</u></p> <p>The contracting authority will assess the level and scope of the professional liability insurance proposed by the tenderer, as well as the continuity guarantees offered for the performance of the services. Greater coverage, together with clear and credible continuity arrangements in case of absence, shall receive a higher score, provided that the evidence submitted is sufficiently detailed and verifiable. The rest will receive scores arithmetically by applying the following mathematical formula:</p> <p style="text-align: center;">Number of points = 10,00 x (Pmin/Pi)</p> <p>Are: Pmin= the highest bidder (in euros). Pi= The tenderer's offer (in euros)</p>	10,00%
C5.- Prices /Honorarium	
<p>The financial offer will be assessed on the basis of the total consultation rate / unit rate proposed for the services, <u>excluding VAT</u>. The lowest compliant offer shall receive the maximum score. Other offers shall be scored proportionally according to the formula indicated in the tender documents. The offered price must include all costs necessary for the proper performance of the Contract</p> <p><u>Price per consultation (maximum price per consultation 17,35€)</u></p> <p>The scores are automatically assigned by applying the following arithmetic formula. The highest score is awarded to the most advantageous option.</p>	45,00%

<p>Number of points = 45,00 x (Pmin/Pi)</p> <p>Pmin= the lowest bidder (in euros). Pi= The tenderer's bid (in euros)</p> <p><i>Prices without VAT were taken into account.</i></p>	
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2.5. Tie-breaking Criteria.

In the event that two or more tenderers obtain an identical total score, the ranking shall be determined by applying the following tie-breaking criteria in hierarchical order:

1. **First instance:** priority shall be given to the tenderer obtaining the highest score under **Criterion 5**;
2. **Second instance:** if the tie persists, priority shall be given to the tenderer obtaining the highest score under **Criterion 3**;
3. **Third instance:** if the tie still persists, priority shall be given to the tenderer obtaining the highest score under **Criterion 1**.

2.6. 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.

Where, on the basis of the parameters established in the award criteria, a tender is identified as abnormally low, the tenderer concerned shall be granted a period of five working days to submit appropriate justifications demonstrating the feasibility of its offer under the proposed conditions.

Upon receipt of such justifications, the Evaluation Committee shall request a detailed technical assessment, typically from the official(s) responsible for drafting the technical specifications, the project documentation, or the economic analysis of the contract, or jointly from all of them, in order to thoroughly examine the grounds invoked by the tenderer in support of its pricing.

In light of the explanations provided by the tenderers whose bids have been classified as abnormally low, together with the corresponding technical assessment, the Evaluation Committee shall submit a reasoned recommendation to the contracting authority regarding the acceptance or rejection of the tender.

In light of the justifications from the contractors whose bids have been classified as disproportionate and the technical report analysing them, the Evaluation Committee will make a reasoned recommendation to the contracting authority regarding the acceptance or exclusion of the bid.

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+ C3+C4+C5

The Contract shall be awarded to the tender that obtains the highest overall score on the basis of the award criteria and that complies with all minimum requirements, exclusion criteria, selection criteria, and access rules

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 technical offer (Annex 3)
- Your financial offer (Annex 4)
- Copy of professional diplomas

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

The following requirements apply to the technical and financial offer:

- *Technical offer.*

The technical offer must provide all the information needed to assess the compliance with Section 1.4 of these specifications and the award criteria. Tenders deviating from the minimum requirements or not covering all the requirements will be rejected on the basis of non-compliance and not evaluated further.

- *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.

The financial offer shall be:

- expressed in euros. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.
- 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 1st, 4^o 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 for the European School of Mol.

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: Technical offer
- Annex 4: Financial offer