



Schola Europaea
European School Mol

TENDER SPECIFICATIONS

TENDER 2026_04

PEST CONTROL

Award method: **Best value for money.**
Type of contract: **Framework contract.**
Contracting authority: **European school Mol.**

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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:

- [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.
- alternatively, through EU law,
- and, in the further alternative, through the law of the Member State in which the contracting authority is established.

1.2. Subject: what is this procurement about?

The subject of this procurement is **Pest Controls (rats, mice, insects, etc.) in facilities and campus of the European School Mol**, under the Framework Contract formula.

The provision of these services must ensure a correct and safe execution of controls on possible pests that could affect the health of the community at the European School Mol.

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 market, including any minimum requirements, are described in detail below.

1.5. Background and objectives

The purpose of this contract is to conclude a framework contract for the control of harmful animals in and around all the campus of the European School Mol (on all buildings and floors including underground, and the external environment). This includes prevention, detection and destruction of harmful animals.

1.6. Technical description

The quantities indicated in the basic list are estimates and do not bind the contracting authority. Variations in quantity, including increases, decreases, or zero quantities, shall not give rise to any compensation.

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).

The tenderer undertakes to ensure the supply and quality of the products. Any tender that does not comply with the requirements below shall be rejected.

The basic list contains the articles that must be proposed by the tenderer. Unless the tender is declared invalid, tenderers must submit an offer for every article included in the basic list. Only one article may be offered for each item.

The proposed supplies must meet the minimum technical requirements set out in these specifications. Tenderers may not submit an offer for only part of the required goods.

All equipment must be new and properly delivered. All articles must be labelled in accordance with applicable legislation and, in particular, the relevant European standards.

The public-health risk associated with pesticides, chemicals, biocides, or phytosanitary products used must be minimised. All products must be approved by the competent public authority.

1.6.1.1. Scope of Services

The contract covers pest-control services at the European School Mol, including the prevention, monitoring, control, and elimination of rats, mice, cockroaches, insects, and other pests that may affect the health, safety, hygiene, or normal operation of the school community.

The services shall cover the facilities, infrastructure, food-storage areas, kitchens, catering rooms, classrooms, offices, common areas, technical areas, outdoor areas, and other premises identified during the technical visit or during contract performance.

1.6.1.2. Frequency and Emergency Interventions

The contractor shall carry out a minimum of six regular on-site inspection and treatment visits per year, with an appropriate periodicity to ensure effectiveness and compliance with applicable regulations. The contracting authority shall determine the schedule of visits and contact the European School to arrange appointments.

The service shall be available throughout the year. If a reinfestation or other pest-related problem occurs between scheduled visits, the contractor shall intervene at no additional cost until the problem has been resolved.

Where an urgent intervention is required, the contractor shall respond within 60 hours of notification during weekdays. Alerts received during the weekend shall be resolved on the next working day, unless a shorter response time is offered by the tenderer.

If, despite the precautions taken, a sudden reinfestation occurs between two visits and requires additional intervention, the intervention shall be borne by the contractor, regardless of the number of visits required. The European School shall notify the contractor preferably by telephone and confirm the request by email.

1.6.1.3. Basic List and Materials to Be Supplied.

The quantities below are indicative and may be increased, reduced, or set at zero depending on actual needs and the contractor's expert advice. They do not create any entitlement to compensation.

- Minimum 5 bait-bearing safety stations, particularly for rats or similar rodents, including installation, monitoring, maintenance, repair, and replenishment.

- Minimum 37 bait-bearing safety stations, particularly for mice, shrews, rodents, or similar pests, including monitoring, maintenance, repair, and replenishment.
- Minimum 4 insect-monitoring and capture devices, particularly for cockroaches, including pheromone monitoring plates in high-risk areas and replenishment when required.
- Minimum 5 devices for capturing and eliminating flying insects, such as flies and mosquitoes, including additional devices where required and maintenance of all existing devices.
- Inspections points 2
- Control Panel 3

Rodent stations shall be robust, secured, suitable for use in the presence of children, and fixed or anchored where necessary. Monitoring systems shall provide an alarm, light, sound, radar, or equivalent alert mechanism where specified, enabling the contractor to identify activity or capture and intervene promptly.

Flying-insect devices shall use low-consumption, non-dazzling LED or equivalent technology, with adjustable intensity where applicable. Maintenance shall include replacement of adhesive plates four times per year and replacement of lamps every two years or when defective, unless otherwise agreed.

1.6.1.4. Specific Operational Requirements

- All bait stations, traps, and monitoring devices shall be numbered and marked on an up-to-date site plan.
- The plan shall be dated and updated after every inspection or treatment visit and made available to the European School.
- All stations and traps shall be dated and initialled during each inspection.
- HACCP principles shall be fully applied in food-storage areas, kitchens, catering rooms, and all premises used for food preparation, handling, or recovery.
- The presence of staff, visitors, and particularly children shall be taken into account at all times.
- All equipment, devices, and materials moved during the service shall be returned to their original locations.
- After every intervention, the contractor shall provide clear instructions to school staff regarding cleaning, ventilation, access, food protection, and any temporary restrictions.

1.6.1.5. Periodic Interventions

Rodent Control

- Install secured bait-bearing stations inside the premises and in appropriate external or perimeter areas.
- Use robust, tamper-resistant boxes with secure anchoring where required.
- Inspect, date, initial, maintain, repair, and replenish the stations as necessary.
- Indicate every station on the site plan.
- Remove captured rodents or other pests promptly and safely following an alert or detection.
- Use only products and systems authorised for the intended application.

• Cockroach and Crawling-Insect Control

- Install adhesive traps, insect-monitoring stations, pheromone plates, or other suitable monitoring devices.
- Number, date, initial, inspect, and record every trap or station.
- If cockroaches or other target insects are detected, carry out treatment using an appropriate authorised product, such as a suitable gel or other targeted treatment.
- In the event of detection through a trap, monitoring station, or notification by the European School, intervene within the applicable emergency response period.
- Provide clear post-treatment instructions to school staff.

1.6.1.6. Interventions on Demand.

On-demand interventions shall normally be limited to the premises affected by a specific problem rather than to all buildings.

- Treatment of specific pests, including spiders, ants, mites, fleas, wasps, woodworm, or other pests identified on site.
- Use of fumigation, targeted gel, spray, physical, biological, or other suitable treatment methods where authorised and appropriate, for example in libraries, kitchen, etc.
- Elimination of wood-boring insects in wooden structures or furniture.
- Disinfection of areas affected by biological contamination where specifically requested and legally authorised.
- Adaptation of treatment to the premises, its use, the nature of the pest, the frequency of occupancy, and the presence of children.
- Provision of clear instructions to school staff after each treatment.

1.6.1.7. Human, Technical, and Material Resources

Tenderers shall describe in their proposals the organisation and planning of the service, procedures, methodology, techniques, staffing levels, number of hours, qualifications, and all technical and material resources made available.

- The contractor shall provide trained and suitably qualified technicians and biocide applicators.
- The contractor shall provide a technical responsible person competent to perform diagnoses, risk assessments, treatment planning, monitoring, and definition of corrective measures.
- All personnel shall wear suitable clothing and personal protective equipment.
- Before the service begins, the contractor shall provide the identification details of assigned personnel and vehicle registration details required for campus access.
- Equipment, vehicles, machinery, utensils, and materials shall be suitable, sufficient, properly maintained, safe, and replaced immediately if damaged or unsuitable.
- All costs relating to equipment, protective clothing, vehicles, licences, insurance, materials, maintenance, and operation shall be borne by the contractor.

1.6.1.8. Products and Chemical Safety

The tenderer shall provide a complete list of all proposed products, including trade name, intended use, composition, manufacturer's instructions, packaging information, Technical Data Sheets, and Safety Data Sheets.

All products used shall have the required authorisation or approval number issued by the competent authority. Safety Data Sheets and technical information shall be available and consultable on site.

The contractor shall use the least hazardous and most selective effective treatment available, giving priority to localised, physical, mechanical, monitoring, or biological measures where appropriate. The products prohibited under the applicable technical specifications shall not be used. The contractor shall comply with all manufacturer instructions, legal requirements, food-safety requirements, and applicable restrictions on use.

1.6.1.9. Waste Management and Environmental Protection.

- The contractor shall collect, remove, and properly dispose of all waste generated by its activities, including containers, packaging, traps, contaminated materials, and chemical residues.
- Hazardous waste shall be handled only by legally authorised carriers and waste managers.
- The contractor shall provide evidence of the legally compliant disposal of chemical, pesticide, biocide, and other hazardous-waste packaging.
- Prohibited substances shall not be discharged into the school's sanitation network. Any uncertainty shall be referred to the school's Safety and Security Officer.
- The contractor shall minimise the consumption of natural resources and the generation of hazardous and non-hazardous waste.
- Any environmental incident or accidental release shall be reported immediately to the European School, followed by a detailed written report.

1.6.1.10. Documentation and Reporting

The contractor shall maintain an up-to-date Pest Control Activities Register containing at least the following documentation:

- Initial diagnosis report, dated and issued during the month following commencement of the contractual relationship.
- Annual pest-management plan.
- Updated site plans showing the location and identification numbers of bait stations, traps, and monitoring devices.
- Checklists for all areas inspected or treated.
- Certificates of completion for periodic rodent-control, disinsection, disinfection, and special on-demand interventions.
- Monthly reports of activities and interventions.
- Certificates and specific reports for unscheduled special actions.
- Annual quality-control report.
- Administrative documents demonstrating compliance with legal and activity requirements.

Each visit report shall record the level of pest activity, the geographical area concerned, bait consumption, infestations detected, structural deficiencies, damaged or missing stations or detectors, preventive or corrective actions taken, recommendations, and the expected implementation period.

After each intervention, the contractor shall submit a service report or work order to the European School's Safety and Security Officer. A logbook shall be maintained for comments, identified problems, recommendations, and follow-up actions.

Reports and relevant plans shall be signed by the attending technician and/or the contractor's representative and by the relevant representative of the European School.

1.6.1.11. Activity Authorisations and Training.

- Certificate of registration of the company in the relevant official register of pest-control or biocidal-service providers.
- Authorisation from the competent public administration for the use of biocides, detergents, disinfectants, and other chemicals used in pest-control activities.
- Proof of relevant training for the technical responsible person and biocide applicators.
- Express declaration that all biocidal products used are effective and do not present an unacceptable risk to installations, users, staff, children, students, or third parties.
- Demonstration that all products are used in accordance with the manufacturer's instructions and their Technical and Safety Data Sheets.

1.6.1.12. Safety and Security.

All services shall be performed in a manner that does not interfere with the normal operation of the school and prevents biological, physical, or chemical contamination of food, equipment, and contact surfaces.

The contractor shall comply with applicable Belgian occupational health and safety legislation and shall provide risk assessments, preventive planning, training, information, and personal protective equipment for its staff.

Any incident or accident caused directly or indirectly by the contractor's activities shall be reported immediately to the European School's Safety and Security Officer, together with a detailed written report.

1.6.1.13. Emergency Contact and Response.

The contractor shall provide a telephone service staffed by its own personnel every day of the year, 24 hours per day. The service may not be replaced by an answering machine. The contractor shall also provide email support to maintain a written record of requests and interventions.

The maximum on-site response time shall be 60 hours from receipt of the notification, unless the tenderer offers a shorter response time. Any improved response time shall be clearly stated in the tender.

1.6.1.14. Information and Awareness-Raising.

The tenderer may offer, at no additional cost to the European School, training for school staff and relevant contractors on integrated pest management, hygiene, environmental protection, and occupational safety.

The estimated audience is 10 to 12 participants, including technical staff, the Safety and Security Officer, the prevention team, cleaning staff, security staff, catering staff, and childcare staff.

The minimum annual duration is one hour for the initial session and one hour for each annual update during the following contract years.

1.6.1.15. Applicable Regulations.

The services shall comply with all applicable Belgian and European legislation and standards, including the applicable rules concerning biocidal products, food hygiene, pesticide use, occupational safety, environmental protection, waste management, and the protection of children and school users. The contractor shall also comply with the applicable requirements of Regulation

(EU) No 528/2012 concerning biocidal products and Regulation (EC) No 852/2004 on the hygiene of foodstuffs, together with all current national implementing provisions.

1.6.1.16. Acceptance of the Facilities.

The successful tenderer shall inspect and accept the condition of the European School's facilities as they exist at the start of the contract. Tenderers shall prepare their offers on the basis of the information obtained during the technical visit and the conditions observed on site.

Total building area (m²): 16,833.66

Total exterior surrounding area (green and sport) excluding parking (m²): 65,079.00

Total parking area (m²): 9,961.00



1.6.1.17. Contractor's Commitment.

By submitting a tender, the tenderer confirms its ability to provide the required staff, equipment, products, documentation, authorisations, emergency support, and technical expertise necessary for the continuous and safe performance of the pest-control services.

1.7. Technical Visit

The contracting authority shall organise an on-site visit for the candidate tenderers as indicated in the invitation to tender.

This technical visit is mandatory.

Tenders from tenderers who did not participate in this visit would be rejected.

1.8. 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.

1.9. Options: Are additional optional services requested?

No options (additional supplies requested by the contracting authority) are requested. The *contracting authority* will not take into account the options described in a tender.

The *contracting authority* will not take into account the optional services offered *for the ranking of tenders*. If the selected tenderer offers additional services in their tender, the contracting authority then examines, before signing the contract, whether these services are directly related to the purpose of the contract and the specifications, and decides whether or not to select them.

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

The services will be performed at the following location:

EUROPEAN SCHOOL MOL

Europawijk 100, 2400 Mol (België / Belgique)- Administration Building

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

1.11. 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.

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

An indicative estimate of the volumes to be ordered over the whole duration of the framework contract is **SIXTY THOUSAND EUROS (60.000,00€)**.

These volumes are estimates only and there is no commitment as to the exact quantities to be ordered.

The actual volumes will depend on the quantities which the Contracting authority will order through specific contracts. In any case the framework contract ceiling, i.e. the maximum amount to be spent under the framework contract, shall not be exceeded.

The contract shall automatically terminate if this maximum amount is reached, no more orders may be placed, without notice or compensation, unless an addendum has been previously signed by both parties.

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.

1.13. 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 12 months tacitly renewable 3 time for successive periods of 12 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 authority².

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

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.

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.

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 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 have legal capacity to perform the contract and the regulatory capacity to pursue the professional activity necessary to carry out the services subject to this procurement.

The legal and regulatory capacity shall be proven by the Proof of authorisation that the tenderer is authorised to perform this contract 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	
Minimum level of capacity	Average yearly turnover of the last two financial years above 15.000,00€
Evidence	Copy of the profit and loss accounts and balance sheet for the last three 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.

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.

Proof of economic and financial capacity must not be attached to the tender, but the contracting authority can request it at any time of the procedure. **Please note that a request for evidence does not in any way imply that the tenderer has been selected.**

2.2.3. 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 prove your experience in the field of the fight against pests.	
Minimum level of capacity	At least 3 similar projects (because of their scope and complexity) carried out in the three years preceding the deadline for submission of tenders, with a minimum value for each of these projects of 7.500,00€.
Evidence	A list of projects respecting the minimum capacity level. The project's start and end dates, their total value and scope, the role played and the amount invoiced. In the case of projects still ongoing, only the part carried out during the reporting period will be considered. The contracting authority can request and contact customers' declarations as supporting documents for each project reference for customer declarations.

T2 criterion	
The tenderer must justify the capacity of the proposed team.	
Minimum capacity level	<u>Project Coordinator:</u> a) Education At least one member with a higher education degree as a bachelor or equivalent work experience. b) Professional experience The tenderer must appoint a coordinator with at least 1 years' experience in project management, including the quality control of the service. c) Language competence At least one member of the team must demonstrate knowledge of the English and Dutch corresponding to B1 as defined by the Council of Europe's Common European Framework of Reference for Languages (CEFR) http://europass.cedefop.europa.eu/fr/resources/european-language-levels-cefr
Evidence	b) Curriculum vitae of the coordinator proving the professional experience described above. c) A certificate of knowledge of the required language and level or relevant past experience. The certificate may be replaced by a declaration on honour.

In case a subcontractor(s) executes a contract share of more than 10 % of the total contract value, the information required above must be provided individually for each subcontractor according to its role in the joint tender.

Proof of technical and professional capacity should not be attached to the tender, but the *contracting authority* can request it at any time of the procedure. **Please note that a request for evidence does not in any way imply that the tenderer has been selected.**

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 1.6.](#) 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

Tenders, will be evaluated based on the following award criteria and their weighting:

CRITERIA	WEIGHT	EVALUATION SYSTEM
Cr.1: Proposed Methodology and organization of the service	10,00%	Valuation through the application of value judgments.
Cr.3. Prices	90,00%	Through the automatic application of mathematical formula

C1.- PROPOSED METHODOLOGY AND ORGANIZATION OF THE SERVICE	WEIGHT
The tenderer shall detail in its <u>technical proposition (Annex 3)</u> the guidelines for the execution and control of the provision of the services, such as the planning and organisation of the services, the procedures, the methodology and techniques applied, the detail and technical quality of the human resources, specifying the number of hours spent, and the complete list of the resources and technical means that they make available. With this the evaluation committee will score by applying value judgments, about the following index, as an improvement of minimums technical description related in the section 1.6. of these tender specifications. <u>Preventive approach / IPM</u> Monitoring, source control, exclusion measures, hygiene advice, and minimal use of chemical agents. <u>Action plan</u> Specific procedures per location, risk analysis, inspection frequency, and interventions <u>Monitoring & reporting</u> Digital logging, trend analysis, alerts, floor plans, and reports	10,00%

4. <u>Response time & emergencies</u> Guaranteed response times for urgent reports 5. <u>Communication & collaboration</u> Coordination with building management, cleaning staff, kitchen staff, residents/users, etc. 6. <u>Sustainability & safety</u> Minimizing chemical use, safe application, and consideration for people, animals, and the environment The technical proposition <u>may not exceed 5 pages</u>: Arial font, size 11, single-spaced, excluding the index, cover and back cover. In this section, the bidder must obtain a minimum of 5,00 points to be able to continue being evaluated on the criteria through the application of mathematical formulas. Those who do not submit the technical proposal will receive 0,00 points.	
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CRITERIA C2: Price	EVALUATION SYSTEM	WEIGHT
C2: Annual price (all included)	$Score = 90.00 \text{ points} \times \left(\frac{\text{Best Offer}}{\text{Offer considered}} \right)$	90.00%

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.

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.

2.6. 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:

First instance: priority shall be given to the tenderer obtaining the highest score under Criterion 2;

Second instance: if the tie persists, priority shall be given to the tenderer obtaining the highest score under Criterion 1;

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 technical offer (Annex 3)
- Your financial offer (Annex 4)
- Form bank account (Annex 5)
- [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:

- *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° 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 **European School Mol**, duly represented in the person of the General 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: Technical offer
- Annex 4: Financial offer
- Annex 5: Form bank account
- [Annexe- XX: Any other useful document]