



Call for Tender: Cleaning Services

1. EGP General Information

The European Green Party is a European political party, also known as the European Greens or EGP.

2. Required Service

The European Green Party is looking for a cleaning service to carry out the tasks listed below at our headquarters located at Rue du Taciturne, 34 1000 Brussels, twice per week, preferably Monday and Thursday evening. Our second preference would be for Tuesday and Friday evening.

The contract to be offered is for an initial term of one year, with the possibility of an annual extension for up to five years maximum.

Maximum estimated value of the contract (during 5 years): 105.000 EUR, excluding VAT

Estimated start of the contract: 1 July 2025

Please find below a breakdown of the requested service:

- **Empty all trash bins and replace bags:** 2/week in kitchens and bathrooms, 1/week elsewhere.
- **Take out the trash bags:** between 18.00 and 20.00 on Mondays and Thursday according to Bruxelles propreté schedule for different kinds of garbage.
- **Clean and sanitize doors and light switches:** 1/week.
- **Wipe down and disinfect work surfaces (desks, counters, sinks, etc.):** 2/week in meeting rooms, kitchens, and bathrooms, 1/week elsewhere.
- **Clean and disinfect telephones and computer screens:** 1/week.
- **Clean the coffee machines (2/week)**
- **Vacuum and mop floors:** 2/week in kitchens and bathrooms, 1/week elsewhere.
- **Clean and disinfect the toilets and bathroom appliances:** 2/week.
- **Deep clean the kitchen:**
 - Countertops: 2/week.
 - Appliances (including inside the microwave & fridge): 2/week.
- **Fill in / empty dishwasher:** 2/week.
- **Dusting:** 1/week for main visible/human-height surfaces, 1/month for others.

- **Remove cobwebs from ceilings and corners:** 1/month.
- **Terrasse:** to be included between March and October on a weekly basis.
- Upon request: **Window cleaning** (usually 2-3 times a year).
- Optional: **Cleaning of the small roof and the top roof:** we invite you to submit an offer for this service, in case it's part of the services you provide.

Please note that the façade and the roof of the building are protected and cleaning of the windows and roof has to be performed with extra care (not to damage it).

Our office has five floors. Each floor has access to the elevator, facilitating the cleaning process. Outline of our office:

- Basement: Shared office with 8 desks / Small kitchen
- Ground Floor: Big Meeting Room / Small Meeting Room / 2 Restrooms / Main Kitchen
- First Floor: Shared office with 8 desks / 2 Small meeting rooms
- Second Floor: Common space / 2 Restrooms / 2 medium offices with 7 desks total and a meeting room table
- Third Floor: Small Meeting Room / Small Kitchen / Office with 2 desks and a round table / Shared office with 8 desks
- Terrasse: cleaning of the terrasse (to be included between March and October on a weekly basis)
- Window cleaning per request (usually 2-3 times a year). Please keep in mind that the facade of the building is protected and therefore has to be treated extra carefully.
- Optional: Cleaning of the small roof and the top roof. Please add it in case your company can offer this service.

We prioritize cleaning with environmentally friendly / eco solutions.

3. Tendering process

3.1 Tender submission

You are welcome to visit the premises in order to provide a precise quote for the services requested. Please contact Costas Bakiris, EGP administrative Assistant, and submit your offer by **Thursday, 29th of May, via email** to tender@europangreens.eu.

The complete offer should include:

- Prices filled in using the template provided. Please note that we are asking for the price per week per item, meaning that the monthly price will vary based on the number of actual cleanings performed. Please include the following information in your offer.

- Conditions for cancelling the contract or reducing cleaning services during vacation periods.
- Information on whether the cleaning products are included in the price.
- Information about the cleaning products used.
- Information on the timeslot and the number of people foreseen to perform the service.
- Timeslots when the cleaning can be performed.
- Any additional charges, conditions, discounts, and relevant terms. Please note that if there is an automatic price adjustment clause based on annual inflation foreseen in the contract, its conditions have to be mentioned in the tender offer.

3.2 Exclusion criteria

Participation in this tender procedure is only open to tenderers (including their subcontractors) that are not in a situation of exclusion as specified in the general conditions below, which includes:

- Bankruptcy and insolvency situation.
- Non-payment of taxes or social security contributions.
- Gave professional misconduct.
- Fraud, corruption, participation in a criminal organisation, etc.
- Serious breach of contract.

3.3 Selection criteria

- Usage of sustainable / least harmful / eco-friendly cleaning products

3.4 Evaluation criteria

	Minimum points	Maximum points
Quantitative criteria (50%)		
Overall economic offer (as per template)	0	50
Qualitative criteria (50%)		
Adequately staffed and technically equipped for a smooth and efficient performance of the tasks required in the purpose of the contract	0	5
Availability of cleaning on the requested days and timeslots	0	10
Cancellation / termination criteria of the contract	0	15
Possibility to reduce the service order during vacation periods, without payment	0	15
Clear and prompt communication during tendering process	0	5

4. General conditions

The participating candidates (or their subcontractors) have to comply with the following provisions:

— the candidate is not in one of the situations referred to in Article 136(1) and 141 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council

(‘Financial Regulation’) (<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=OJ:L:2018:193:FULL>),

– the candidate commits to comply with the provisions of Council Regulation (EU) No 833/2014 of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine and Council Decision 2014/512/CFSP of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine.

The tender offer must be signed, dated and include prices per different services/items as requested in the tender.

5. Confidentiality and conflict of interest

Compliance with GDPR is a requirement and the tenderer undertakes that they will not at any time, either before or after the termination of this service, use, disclose or communicate confidential information relating to the affairs of the European Green Party. This restriction shall continue to apply after the termination of the service without limit in point of time.

The participating candidates are obliged to alert the European Green Party of any potential conflict of interest with the [European Green Party Committee](#).

6. Terms and conditions

The European Green Party reserves the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this call for tender at any time prior to the execution of the written and signed contract.

The accomplishment of the tendering procedure imposes no obligation on the European Green Party to award the contract. Should the invitation to tender cover several items or lots, the European Green Party reserves the right to award a contract for only some of them. The European Green Party shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be liable if it decides not to award the contract.

By submitting a proposal, the tenderer agrees that:

- The tenderer complies with the general conditions as outlined above
- The European Green Party may copy the proposal for purposes of facilitating the evaluation of the proposal and agrees that such copying will not violate the rights of any third party.
- The European Green Party may safely and privately archive the offers received for auditing purposes.
- It will not bring any claim or have any cause of action against the European Green Party based in any misunderstanding concerning the information provided or concerning the European Green Party's failure, neglect or otherwise, to provide the bidder with pertinent information as intended by this call for tender.

7. Questions

In case you have questions please contact tender@europeangreens.eu.