

Call for tender: **Electronic Voucher Services**

1. EGP General Information

The European Green Party is a European political party, also known as the European Greens or EGP, registered in Brussels, Belgium (VAT: BE 0872 183 517).

2. Required services

The European Green Party is seeking a service provider for the issuance and management of electronic vouchers, in accordance with applicable Belgian regulations. The selected provider should offer a secure and accessible solution, that enables users to use meal or other vouchers (e.g. consumption vouchers, etc.) across a broad network of eligible providers, as well as easy administrative solution for managing the employee database and orders.

Currently, only the meal vouchers are provided to the employees monthly for 25 employees.

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.

The estimated start of the contract: November 2025.

The service should include:

- Automatic update of the employees' database (i.e. no need to manually transfer the data about employees to the service provider).
- Automatic order of cards and vouchers via the social secretariat (i.e. no need to manually input the numbers for ordering the vouchers monthly).
- Timely issuance and delivery of electronic meal vouchers.
- A wide network of merchants accepting the vouchers across Belgium and online.
- A user-friendly online platform or mobile application that allows users to check their balance, transaction history, and voucher expiry dates.
- Responsive customer support available during standard working hours.

3. Participation in tendering procedure

3.1 Tender submission

Candidates should submit the following documents:

- A complete, detailed, dated and signed offer, detailing the services required.
- Details on the merchant network's acceptance across Belgium and online, including its coverage and key partners.
- Information on the contract's cancellation or termination criteria.
- Information on the existence of a mobile app or online platform.
- Information on the availability of customer support.

- Information on the possibility to automate the order of vouchers by the social secretariat directly. Please include the list of social secretariats where such automation is possible.
- Information on other services that could be ordered through the same provider on an ad-hoc basis (e.g. consumption checks, sports& culture, eco etc.)

Kindly include any additional charges, conditions, discounts, and relevant terms in your proposal. Please note that if there is an automatic price adjustment clause based on annual inflation foreseen in the contract, its conditions must be mentioned in the tender offer.

The offer should be submitted to Julia Blaszczyk, Legal and Procurement Assistant via tender@europeangreens.eu by the 30/06/2025.

Costs incurred in preparing and submitting tender offers are borne by the tenderers and cannot be reimbursed.

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 or insolvency situation.
- Non-payment of taxes or social security contributions.
- Grave professional misconduct.
- Fraud, corruption, participation in a criminal organisation, or other serious criminal offences.
- Serious breach of contract.

3.3 Selection criteria

- Automatic synchronisation with the social secretariat (both for the employee database and monthly orders).
- Possibility to use the electronic card to order online.

3.4 Evaluation criteria

	Minimum points	Maximum points
Quantitative criteria (60%)		
Overall economic offer.	30	60
Qualitative criteria (40%)		
Procedure for automatic synchronisation with social secretariat	0	7
Accessibility of the online platform or mobile app.	0	10
Cancellation / termination criteria of the contract.	0	5
The extent of the merchant network's acceptance across Belgium and online.	0	15
Other services/vouchers provided by the provider on ad-hoc basis (upon request)	0	3

The selection procedure will be based on the principles of equal treatment, fairness and transparency.

All applicants will be informed of the outcomes of the selection process once The European Green Party has selected the winner of this procedure.

4. General conditions

The participating candidates (or their subcontractors) must 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.

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 offers 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 on 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