

Call for Competitive Tendering Procedure for the Contracting of a Travel Agency

Technical specifications

Author: European Parliamentary Office of Vicent Marzà

Contract value: Variable according to service needs, up to a maximum of €60,000 (VAT included).

Contract duration: Until the end of the current legislative term of the European Parliament.

1. Object of the Contract

The purpose of this call for tenders is the contracting of a travel agency for the occasional and comprehensive management of travel arrangements, accommodation and logistical assistance in activities directly linked to the parliamentary mandate of Member of the European Parliament Vicent Marzà Ibáñez (Compromís), in accordance with Article 30(5) of the IMMS, as well as activities of the Greens/European Free Alliance parliamentary group carried out by the Member.

The service shall also include the organisation and coordination of visitor groups for institutional trips.

The contract shall be concluded between the Member and the service provider and shall be governed in all respects by the applicable rules of the European Parliament and by the measures laid down in the Statute for Members of the European Parliament, including provisions relating to parliamentary assistance expenditure, missions, and administrative and invoicing procedures.

This call is not subject to Spanish public sector procurement legislation.

2. Award Procedure

The contract shall be awarded on the basis of the best overall value of the offer, taking into account both technical and economic criteria, with the aim of selecting the proposal offering the best balance between quality, services and cost.

The overall score of each tender shall be calculated using the following formula:

Overall score = (lowest price / price of the offer) × technical score of the offer

The service provider obtaining the highest overall score shall be awarded the contract.

3. Quantitative (Economic) Award Criteria

In order to ensure an objective economic evaluation consistent with standard practices in the travel agency sector, the financial offer shall be based on the commission percentage applicable to the services intermediated.

Tenderers shall indicate the minimum and maximum commission percentages applicable to the total cost of the services intermediated (flights, accommodation, transport and catering).

Type of service	Minimum commission percentage	Maximum commission percentage
Flights		
Accommodation		
Transport		
Catering		

These prices or amounts must have been determined in accordance with the principles of sound financial management (economy, efficiency and effectiveness).

4. Qualitative (Technical) Award Criteria

For the technical evaluation of the tender, a qualitative assessment shall be carried out with a score ranging from 0 to 100 points, based on the following award criteria.

These criteria shall be assessed using a dichotomous system (10 = Yes, 0 = No).

No.	Criterion assessed	Yes/No	Score (0/10)
1	Ability to work in Valencian		
2	Ability to work in French or Dutch		
3	Ability to work in English		
4	Possibility of advancing payments or assuming pre-financing		
5	Management of travel arrangements with less than 48 hours' notice		
6	Knowledge of and compliance with European Parliament administrative and invoicing procedures		
7	Specialisation in travel to Belgium or Brussels		
8	Commitment to corporate social responsibility, including sustainability and equality criteria		
9	Capacity to organise group meals in Brussels/Strasbourg		
10	24/7 operational support channel for incidents		

5. Exclusion Criteria

- If the person or entity is bankrupt, subject to insolvency, etc.
- If it has been established by a final judgment or a final administrative decision that the person or entity is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law
- If it has been established by a final judgment that the person or entity is guilty of fraud, corruption, money laundering, etc.
- If the person or entity resides in a state different than the Member's state of election in case of a contract under article 30 (1)(b) or in a country which is not member of the EU and does not have access to EU markets for a contract under article 30 (5) of IMMS

6. Invoicing and Justification of Expenditure

It is expressly established that the invoicing system must comply with the administrative requirements of the European Parliament.

The successful tenderer shall issue a detailed invoice including a full breakdown of the services contracted (flights, accommodation, transport, catering, etc.), clearly identifying each item and its corresponding amount.

Invoices must comply with the formal and administrative requirements laid down by the European Parliament.

7. Deadline and Conditions for Submission

Opening date for submission of tenders: 15 April 2026

Deadline for submission of tenders: 15 May 2026

Languages accepted for submission: Valencian, English or French.

Tenders must be submitted by email to:
vicent.marzaibanez@europarl.europa.eu

Subject line: TRAVEL AGENCY OFFER 2026–2029

Candidates must complete and submit the table included in Annex I.

8. Contact for Queries

For any questions or clarifications, service providers may contact the European Parliamentary Office of Vicent Marzà at:
vicent.marzaibanez@europarl.europa.eu

Annex I – Award Criteria

A) Quantitative (Economic) Criteria. For each type of service, please indicate the minimum and maximum commission percentages applicable to the services intermediated.

Tipologia del servei	Percentatge mínim de comissió	Percentatge màxim de comissió
Vols		
Allotjament		
Transport		
Restauració		

B) Technical (Qualitative) Criteria. For each criterion, please indicate Yes or No and provide a brief justification.

No.	Criterion assessed	Yes/No	Explanation
1	Ability to work in Valencian		
2	Ability to work in French or Dutch		
3	Ability to work in English		
4	Possibility of advancing payments or assuming pre-financing		
5	Management of travel arrangements with less than 48 hours' notice		
6	Knowledge of and compliance with European Parliament administrative and invoicing procedures		
7	Specialisation in travel to Belgium or Brussels		
8	Commitment to corporate social responsibility, including sustainability and equality criteria		
9	Capacity to organise group meals in Brussels/Strasbourg		
10	24/7 operational support channel for incidents		