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**Subject: Call for tender on website maintenance services**

Brussels, 13 December 2024

To whom it may concern,

The Party of the European Left is seeking a web development service provider with experience and expertise in creating and maintaining user-friendly and dynamic websites. It asks the recipient of this call to send us an offer for a framework contract in the context of the following services and criteria:

- Comprehensive website maintenance services including available service desk from Monday through Friday from 9h00 to 18h00 (CET) and emergency service;
- Compliance with EU and Belgian privacy and data protection regulations;
- Web design activities (rate per hour);
- Optional: website hosting;
- A competitive quality/price offer integrated within a framework of detailed and transparent payment conditions.

The technical proposal should include:

- Company background
- Key consultants assigned to the project
- CVs and experience of each project team member assigned to the project; Staff should speak at least English and French;
- Project management methodology – to include the process for assigning tasks, dealing with urgent requests and estimating additional projects requested by EL
- Proven experience in complex website development, particularly with WordPress and related technologies (examples or portfolio required).

We ask you to present your general conditions and detailed services, namely your price list and special/diverse offers.

As a major part of the EL's budget, as a political party on a European level is constituted by a grant of the European Parliament, certain rules and guidelines must be respected by us as grant recipients as well as our contractual partners and service providers. In the case of framework contracts, please be advised about the following two specifics for you to consider:

1. The duration of the contract shall not exceed a maximum threshold of 5 years.
2. The contracted service provider must agree to waive all rights with regard to the European Parliament under the decision.

Questions on the tender can be sent in English by email to [aline.ponce@european-left.org](mailto:aline.ponce@european-left.org). The deadline for submitting questions is Tuesday, 7 January 2025 EOB.

Bids should be submitted by email in English to [aline.ponce@european-left.org](mailto:aline.ponce@european-left.org) and [daniel.sheffer@european-left.org](mailto:daniel.sheffer@european-left.org) no later than Thursday, 16 January 2025, 11.59 pm Brussels time.

We are looking forward to your offer and remain yours truthfully,

(Daniel Sheffer)  
Finance Responsible of the Party of the European Left