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INTERNATIONAL

ABC of EU and International Public Procurement

24 March 2026



OIL. Office of Infrastructures and Logistics Luxembourg. OIL.006. 002. Contracts and calls for tenders





Speakers:

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Office for Infrastructure and Logistics in Luxembourg (OIL)

Part of the **European Commission**.



- **Main responsibilities:**
 - Management of Commission buildings in Luxembourg
 - Technical infrastructure and maintenance
 - Logistics and facility management
 - Catering, childcare facilities and support services
 - Procurement of services, supplies and works related to infrastructure
- **Objective:**

Ensure the **operational functioning of the European Commission in Luxembourg.**



EU institutions and bodies in Luxembourg. Where and how to find EU calls for tenders

- **European Commission** (services based in Luxembourg)

[OIL – Home](#)

- **European Parliament** (Secretariat-General in Luxembourg)

<https://www.europarl.europa.eu/contracts-and-grants/en/public-procurement>

- **Court of Justice of the European Union**

<https://curia.europa.eu>

- **European Court of Auditors**

<https://www.eca.europa.eu>

- **Publications Office of the European Union**

<https://op.europa.eu>

- **European Public Prosecutor's Office (EPPO)**

[Procurement | European Public Prosecutor's Office](#)



EU financial institutions in Luxembourg

Luxembourg is also home to major **European financial institutions**:

These institutions finance projects across Europe and also publish **procurement procedures**, although they follow **their own procurement rules and procedures**.

Organisation	Type	Where procurement is published
European Investment Bank (EIB)	EU financial institution	EIB procurement portal + TED (for high-value contracts) Published tenders
European Investment Fund (EIF)	EU financial institution	EIF procurement portal
European Stability Mechanism (ESM)	Intergovernmental financial institution	ESM procurement webpage



Other EU institutions and bodies

(mainly in Brussels)

- European Commission
- European Parliament
- Council of the European Union
- European Council
- European Economic and Social Committee
- Committee of the Regions



EU agencies

In addition to institutions, the EU has **many specialised agencies across Europe.**

They support EU policies in areas such as:

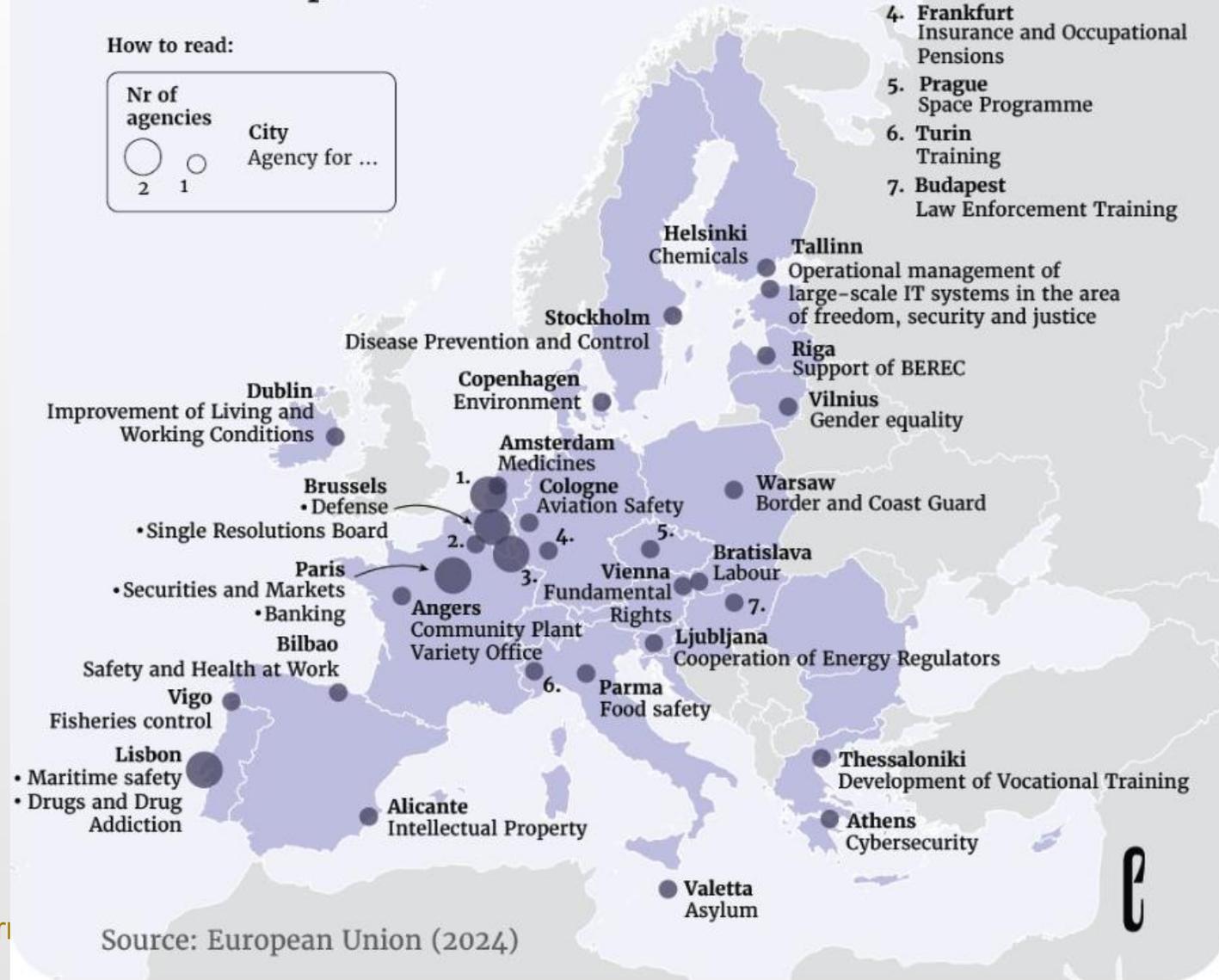
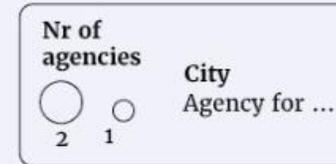
- transport
- health
- environment
- digital technologies
- financial supervision

EU agencies also publish **calls for tenders and calls for proposals.**

EU Agencies

The 35 decentralised agencies of the European Union

How to read:



OIL. Target sectors. What does OIL buy?

-  **Infrastructure & technical maintenance** (CPV 50000000-9 – 50790000-4)
-  **Insurance, security, utilities & energy services** (CPV 65200000-5 – 79714000-2)
-  **Technical studies & real estate manag. support** (CPV 70300000-4 – 71335000-5)
-  **Supply and installation of technical systems** (CPV 33700000-7 – 90920000-2)
-  **Cleaning, hygiene & waste management** (CPV 30100000-0 – 39130000-2)
-  **Office, technical equipment & supplies** (CPV 15800000-6 – 55520000-1)
-  **Catering & food services** (CPV 37500000-3 – 85312110-3)
-  **Childcare equipment & services** (CPV 60100000-9 – 63520000-0)
-  **Mobility & logistics services** (CPV 65200000-5 – 79714000-2)
-  **Works** (CPV 65200000-5 – 79714000-2)

Publication of EU procurement procedures

EU institutions (Commission, Parliament, CJEU, Court of Auditors, Publications Office)

- **Above EU thresholds**

(Services & supplies > about €140,000 | Works > €5.38 million)

→ **Publication in OJEU**

→ **Practical access: TED + Funding & Tenders Portal**

- **Below EU thresholds**

→ Could be published on the **Funding & Tenders Portal** = PIN for candidates.

→ Always on **institutional websites**



Where and how to find EU calls for tenders



European
Commission

EU Funding & Tenders Portal

1 **Funding & Tenders Portal.**

[Procurement - Online Manual - Funding Tenders Opportunities](#)

Participant register

- Companies wishing to participate must register in the **EU Participant Register** and obtain a **PIC (Participant Identification Code)**.

2 **Official Journal of the European Union (OJEU)**

- **TED – Tenders Electronic Daily**
- Online database of EU public procurement notices
- Search by sector, country or keywords
- Possibility to create automatic alerts



Where and how to find EU calls for tenders

- **3 Other information channels**
- **Institutional website:**
- **LinkedIn pages of EU institutions:**
- **OIL:** <https://www.linkedin.com/in/oil-luxembourg-tendering-sector-4885b2315/>





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Avis de Marché pour la Maintenance Multitechnique, le Dépannage et la Réalisation de Nouveaux Travaux à Luxembourg Un nouvel avis de marché a été publié pour les services de maintenance multitechnique, de dépannage des installations et de réalisation de nouveaux travaux au Grand-Duché de Luxembourg.

- Identifiant de la procédure:** EC-OIL/2024/OP/0005
- Lien vers l'Avis de Marché:** <https://lnkd.in/euxvckr5>
- Lien vers le Portail EU Funding & Tenders:** <https://lnkd.in/eayY8Dwu>

Objectif de l'Avis :

Cet avis décrit l'intention de la Commission européenne de lancer un appel d'offres pour la fourniture de services de maintenance multitechnique au Luxembourg.

Pouvoir Adjudicateur :

Nom officiel: Commission européenne, OIL - Office Infrastructures et Logistique à Luxembourg
Forme juridique de l'acheteur: Institution, organe ou agence de l'UE
Activité du pouvoir adjudicateur: Services d'administration générale

Details du Contrat :

Type de Contrat: Services
CPV Principal: 50000000 (Services de réparation et d'entretien)
Durée: 48 mois
Valeur estimée hors TVA: 13 700 000 EUR

Publication et Communication :

Les opérateurs économiques intéressés doivent s'inscrire sur le Portail des Financements et Appels d'Offres de l'UE pour recevoir des notifications sur la publication de l'avis de marché et tous les documents associés.

Base Légale :

Règlement (UE, Euratom) 2018/1046

Informations de Contact :

Adresse: Bâtiment Ariane 01 - bureau A1/048, 400, route d'Esch, L-1471 Luxembourg
Courriel: oil-appels-offres@ec.europa.eu
Téléphone: +32 2 299 11 11
Site web: Commission Européenne OIL



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Ausschreibung für die Reinigung von Berufskleidung und anderen Restaurationswäsche in Luxemburg

Eine neue **Ausschreibung** wurde für die Dienstleistungen zur Reinigung von Berufskleidung und anderen Restaurationswäsche, die in der Küche und beim Service verwendet werden, im Großherzogtum Luxemburg veröffentlicht.

- Verfahrensnummer:** OIL/2023/OP/0014
- Link zum EU-Funding & Tenders Portal (europa.eu)** <https://lnkd.in/eP4KScPE>
- Link zur Ausschreibung** <https://lnkd.in/eGYGt32f>

Ziel der Ausschreibung:

Diese Ausschreibung beschreibt die Absicht der Europäischen Kommission, einen Aufruf zur Einreichung von Angeboten für die Bereitstellung professioneller Textilreinigungsdienste in Luxemburg zu starten.

Auftraggeber:

Offizieller Name: Europäische Kommission, OIL - Amt für Infrastruktur und Logistik in Luxemburg
Rechtliche Form des Auftraggebers: Institution, Organ oder Agentur der EU
Tätigkeit des Auftraggebers: Allgemeine Verwaltungsdienste

Details zum Vertrag:

Vertragsart: Dienstleistungen
Haupt-CPV: 98312000 (Textilreinigungsdienste)
Dauer: 48 Monate
Geschätzter Wert ohne MwSt.: 170.000 Euro

Veröffentlichung und Kommunikation:

Interessierte Wirtschaftsteilnehmer müssen sich auf dem EU-Funding & Tenders Portal registrieren, um Benachrichtigungen über die Veröffentlichung der Ausschreibung und alle zugehörigen Unterlagen zu erhalten.

Rechtsgrundlage:

Verordnung (EU, Euratom) 2018/1046

Kontaktinformationen:

Adresse: Gebäude Ariane 01 - Büro A1/048, 400, route d'Esch, L-1471 Luxembourg
E-Mail: oil-appels-offres@ec.europa.eu
Telefon: +32 2 299 11 11
Website: Europäische Kommission OIL



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Public Tender for the Cleaning of Professional Clothing and other Restaurant Linen in Luxembourg

A new **public tender** has been published for the services of cleaning professional clothing and other restaurant linen used in the kitchen and during service in the Grand Duchy of Luxembourg.

- Procedure ID:** OIL/2023/OP/0014
- Link to the EU Funding & Tenders Portal (europa.eu)** <https://lnkd.in/eP4KScPE>
- Link to the Tender Notice** <https://lnkd.in/eGYGt32f>

Purpose of the Tender Notice:

This notice describes the intention of the European Commission to launch a call for tenders for the provision of professional textile cleaning services in Luxembourg.

Contracting Authority:

Official Name: European Commission, OIL - Office for Infrastructure and Logistics in Luxembourg
Legal Form of the Authority: Institution, body, or agency of the EU
Activity of the Contracting Authority: General administrative services

Contract Details:

Type of Contract: Services
Main CPV: 98312000 (Textile cleaning services)
Duration: 48 months
Estimated Value excl. VAT: 170,000 Euros

Publication and Communication:

Interested economic operators must register on the EU Funding & Tenders Portal to receive notifications about the publication of the tender notice and all associated documents.

Legal Basis:

Regulation (EU, Euratom) 2018/1046

Contact Information:

Address: Ariane Building 01 - Office A1/048, 400, route d'Esch, L-1471 Luxembourg
Email: oil-appels-offres@ec.europa.eu
Phone: +32 2 299 11 11
Website: European Commission OIL





Discover the funding & tenders opportunities

Find out how to participate by following [these key steps](#).

Find calls for proposals

Explore the available EU funding opportunities by searching for calls for proposals within your topics of interest, find partners and submit a proposal.

Find calls for tenders

Find business opportunities in the calls for tenders managed by EU institutions, bodies and agencies.

View projects and results

Browse through EU funded projects and learn about the results. Invest in opportunities and get inspired by the highlights and success stories.

Work as an expert

Proposals and projects need evaluations, monitoring and domain-specific knowledge advice from experts.

Home > Procurement > Calls for tenders Participant register

EU institutions, agencies and bodies purchase a wide variety of services, goods and works through calls for tenders. You can search for business opportunities in their public calls for tenders by typing keywords in the search box or using the available filters.

Filters Quick search Select... Match whole words only Contracting authority Procedure type Submission status Publication date Closing date All filters

10000+ item(s) found Publication date

There are more than 10000 results, please refine your search criteria.

Transport des Membres du Parlement européen et du Médiateur européen à Strasbourg et alentours EP-INLO/LUX/2026/OP/0003 Publication date: 10 March 2026 | Deadline: 15 April 2026 Procedure type: Open procedure | Contract type: Services Open For Submission

Provision of evaluation and evaluation related services to DG ECFIN including impact assessments EC-ECFIN/2026/OP/0015 Publication date: 10 March 2026 | Deadline: 27 April 2026 Procedure type: Open procedure | Contract type: Services Open For Submission

Supply, installation and provision of services related to cabling material for the data communication networks CONSILIUM/2026/OP/0002 Open For Submission



Search Filters

CPV code

Filter...

- Research and development services and r... (1035)
- IT services: consulting, software developme... (531)

Filter...

- Open procedure (9403)
- Planned negotiated procedure for middle/low value contract (2058)
- Restricted procedure (1288)

Contract value

Minimum: € Enter value Maximum: € Enter value

Submission status ▾

- Forthcoming (326)
- Open for submission (423)
- Closed (13801)

Country/Territory / location contracting authority

Filter...

- Europe apart from EU (184)
- Region IPA instrument (162)
- Sub-Saharan Africa (105)
- All Countries (89)
- Turkey (62)

Contract value

Minimum: € Enter value Maximum: € Enter value

Publication date ▾

dd / mm / yyyy – dd / mm / yyyy

Contracting authority ▾

EP-INLO/LUX/2026/OP/0003
Publication date: 10 March 2026

Filter...

- JRC - Joint Research Centre (2051)
- NEAR - Neighbourhood and Enlargement Negotiations (683)
- COMM - Communication (583)
- INTPA - International Partnerships (535)
- EIB - European Investment Bank (400)

Closing date ▾

dd / mm / yyyy – dd / mm / yyyy

EU tenders

Ted • tenders electronic daily Supplement to the Official Journal of the EU

Menu

Quick search in TED for notices

Search

More search options:

Advanced search

Expert search

Browse by subject

TED > 334139-2025 - Competition

Help Print Share

334139-2025 - Competition

Notice View

Notice View

Related notices

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[Send by email](#)

[Request a translation](#)

Summary

Competition

Luxembourg: Courier services

Transport du courrier rapide

Type of procedure: Open

Buyer

Buyer: Commission européenne, OIL - Office Infrastructures et Logistique à Luxembourg

Email: oil-appels-offres@ec.europa.eu

Luxembourg, Luxembourg (LU000), Luxembourg

Buyer

Buyer: Cour de justice de l'Union européenne

Email: oil-appels-offres@ec.europa.eu

334139-2025 - Competition

Luxembourg, Belgium – Courier services – Transport du courrier rapide
OJ S 99/2025 23/05/2025
Contract or concession notice – standard regime
Services

1. Buyer

1.1. Buyer

Official name: Commission européenne, OIL - Office Infrastructures et Logistique à Luxembourg
Email: oil-appels-offres@ec.europa.eu
Legal type of the buyer: EU institution, body or agency
Activity of the contracting authority: General public services

1.1. Buyer

Official name: Cour de justice de l'Union européenne
Email: oil-appels-offres@ec.europa.eu
Legal type of the buyer: EU institution, body or agency
Activity of the contracting authority: General public services

1.1. Buyer

Official name: Cour des comptes
Email: oil-appels-offres@ec.europa.eu
Legal type of the buyer: EU institution, body or agency
Activity of the contracting authority: General public services

1.1. Buyer

Official name: EP - European Parliament
Email: oil-appels-offres@ec.europa.eu
Legal type of the buyer: EU institution, body or agency
Activity of the contracting authority: General public services

1.1. Buyer

Official name: Secrétariat général du Conseil de l'Union européenne
Email: oil-appels-offres@ec.europa.eu
Legal type of the buyer: EU institution, body or agency
Activity of the contracting authority: General public services

1.1. Buyer

Official name: European Defence Agency
Email: oil-appels-offres@ec.europa.eu
Legal type of the buyer: EU institution, body or agency
Activity of the contracting authority: General public services

1.1. Buyer

Official name: European Public Prosecutor's Office
Email: oil-appels-offres@ec.europa.eu
Legal type of the buyer: EU institution, body or agency
Activity of the contracting authority: General public services

5.1.11. Procurement documents

Deadline for requesting additional information: 13/06/2025

Address of the procurement documents: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/317bcafd-953d-4235-8490-87a357e310bb-CN?#anchorDocuments>

Ad hoc communication channel:

Name: Funding and Tenders Portal

URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/317bcafd-953d-4235-8490-87a357e310bb-CN?#anchorDocuments>

- **Contract Notice Extracts**
- A contract notice is the **official announcement** of a procurement procedure. It informs the market about the **opportunity** and provides the **key elements of the foreseen contract**, such as the **contracting authority**, the **subject** of the contract, the **deadline for submission** and the **selection criteria**. It also includes a **link to the procurement documents**, where companies can find the **detailed specifications and instructions for submitting their offer**.



What to do after identifying a relevant call for tenders



Identify opportunity

(TED / Funding & Tenders Portal)



Read tender documents

Read tender documents



Prepare your offer

Technical + Financial



Submit via eSubmission

(before deadline)

- **Carefully read the procurement documents**
Analyse the contract notice (ted.europa.eu), tender specifications, technical requirements, selection criteria, and award criteria.
- **Verify eligibility and requirements**
Ensure your organisation meets the legal, financial, and technical capacity requirements.
- **Register for access the procurement platform**
Access the tender through the relevant platform (e.g. the EU Funding & Tenders Portal, TED – Tenders Electronic Daily or the contracting authority's platform).

Verify eligibility and requirements

- Ensure your organisation meets the legal, financial, and technical capacity requirements.
- **Exclusion criteria**
Ensure the company is not in a situation that prevents participation in EU procurement (e.g. bankruptcy, fraud, corruption, serious professional misconduct, or unpaid taxes/social security).
- **Selection criteria**
Demonstrate the organisation's **capacity to perform the contract**, including:
 - **Financial capacity** (financial stability, turnover, economic standing)
 - **Technical and professional capacity** (relevant experience, references, staff expertise).
- **Award criteria**
These are the criteria used to **evaluate and rank the tenders**. The contract is awarded to the tender offering the **best value for money**, based on quality and price.



During the tender period

- **Ask clarification questions if necessary**

Submit questions to the contracting authority through the **EU Funding & Tenders Portal (eSubmission / Q&A section)** within the deadline if any requirement is unclear.

If in doubt, please ask clarification questions. ...

- **Prepare the tender documentation**

Draft the technical offer and financial offer, and gather all required administrative documents.

- **Form a consortium or subcontract if needed**

Identify partners if the contract requires additional expertise or capacity.



Prepare your tender -Tender documents and offer structure

Tender documents usually include:

- **Technical specifications** (description of the services, supplies or works required)
- **Administrative specifications** (legal conditions, exclusion, selection and award criteria)
- **Draft contract** (terms and conditions of the future contract)
- **Price schedule / Bill of quantities** (!to be completed by the tenderer!)

Your tender must normally include:

- **Financial offer** (*mandatory – using the price schedule provided*)
- **Technical offer** (*if required in the tender specifications*)
- **Administrative documents** (*declarations and supporting documents*)



Submission of tenders

- Tenders must be submitted electronically via eSubmission through the Funding & Tenders Portal.

The system ensures:

- confidentiality
- equal treatment
- secure submission.



- **Submission by email or post is not accepted.**
- **Registration is required:** companies must register in the **EU Participant Register** and obtain a **PIC (Participant Identification Code)**.

Tender submission – key rules

-  **Respect the submission deadline:** late tenders are automatically rejected.

! Don't leave it for the last minute of available time!

-  **Confirmation of submission:**
eSubmission provides an **electronic timestamp and receipt** as proof of submission.

-  **Tenders can be withdrawn or replaced before the deadline, but only the last submitted offer will be considered.**

-  All required documents must be included at the time of submission, including the financial and technical offer, which is mandatory.

Tips to avoid irregular or non-compliant tenders

⚠️ Submit a complete offer

- Include ALL required offer documents. The most important is the **offer** (Financial and if necessary Technical). Financial or technical offers cannot be modified after submission.

⚠️ Define partners from the start

- Clearly indicate consortium partners or entities whose capacities you rely on.

⚠️ No changes after submission

- New companies cannot be added once the deadline has passed.

⚠️ Follow the tender instructions carefully

- Read the specifications and include all required **documents**.

⚠️ Separate financial and technical offers correctly

- Sometimes the financial information appears in the technical offer leading to contradictions, which can lead to rejection in some procedures.

