

## **Subject: Invitation to tender on social media management service**

**1. The MEP Vangelis MEIMARAKIS is planning to award the contract referred on the social media service provider containing the following parts:**

### **A. Social Media Management & Digital Marketing Plan**

- Instagram: Graphic design cards. Instagram requires a strong image and short smart text, both for posts and stories.
- Facebook: Graphic design cards same as Instagram. Facebook acts as a continuum information of the activity but also of the occasional placements. It is based on planning and informative content to the user, covering the public image more comprehensively.
- Providing advice and suggested communication optimizations in order to form a perfect public image as well as proofreading and correction of the MEP's material prior publication.
- Video editing capabilities for social media usage with subtitles when needed.

### **B. Content Management & Production for the website:**

- Reproduction of Press Releases and writing original SEO friendly texts based on specific programming that will favor and improve the site's position in Google and will strengthen the political image of Mr. MEIMARAKIS online.
- Newsletter: Sending a Newsletter with the necessary graphic support cleverly reproduces a lot of news, gains impressions, attracts more people to read our "news".
- YouTube: Content management and production. Video editing and subtitling when needed.

The proposal of the tenderer shall include all the points as mentioned above with separate pricing including VAT for each task described above. The tender proposal submitted only for selected part will be rejected.

**2. If you are interested in taking part in this tender procedure, please submit a tender in one copy in EN.**

(a) by email **no later than 22/05/2026** to the following address:  
[evangelos.meimarakis@europarl.europa.eu](mailto:evangelos.meimarakis@europarl.europa.eu)

### **3. All tenders must:**

- be drawn up on the tenderer's headed paper or
- be signed, without fail, by the tenderer or by his duly authorised agent;
- be perfectly legible so as to preclude any doubt whatsoever as to the wording and figures.

### **Tenderers' attention is drawn to the following points relating to the tender price:**

- The cost of the service, as laid down in 1.A, 1.B shall be indicated per task, including VAT.
- The prices must be expressed in euros. The total price shall cover all costs borne in performance of the contract on social media management service namely: staff costs, computing costs, traveling costs of staff in order to fulfil the contract, documentation costs.
- Tenderers may submit any further documents that they deem of use in assessing their tender.

### **4. Exclusion**

Following tender(s) shall be excluded from the tender procedure:

- tender which are not forwarded in accordance with the procedures laid down in paragraph 2 of this invitation to tender;
- tenders which fail to abide by all of the terms and conditions relating to prices set out in paragraph 3 of this invitation to tender;
- The tenderer undertakes to supply any documents specifically requested of him/her.
- Contracts may not be awarded to candidates or tenderers who, during the procurement procedure are subject to a conflict of interest; and/or are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

## **5. Duration of a contract**

The contract shall enter into force on the date on which it is signed and shall run until the **end of the mandate**.

## **6. Selection criteria**

The selection criteria shall focus on:

- References for the main project /works of a similar nature carried out in the past 1 year, indicating the amount and stakeholders
- The documents relating to the technical and professional capacity

## **7. Award criteria**

**The focus and weighting of the award criteria shall be as follows:**

- project methodology and team management (tenderers should describe the composition, qualifications and organization of the team proposed to ensure maximum efficiency in terms of the costs, speed, flexibility and the quality requested) 40 % or points.
- quality of the logistical arrangements and the administrative support (flexible reactions on the last-minute changes, prompt reaction for the personal consultation, location of the company not the area close by etc.) 20%.
- price 40 % (price has to be indicated).

## **8. Throughout the procedure, contact between tenderers and Vangelis Meimarakis shall be permitted only in exceptional cases and in the following circumstances:**

- prior to the closing date for the submission of tenders.
- On the initiative of tenderers: to request additional information solely to clarify the nature of the invitation to tender.
- Requests for additional information must be made solely in writing (by e-mail to: [evangelos.meimarakis@europarl.europa.eu](mailto:evangelos.meimarakis@europarl.europa.eu))
- No response will be made to any request for additional information received less than five working days before the closing date for the submission of tenders.
- If appropriate, additional information and the information referred to above will be communicated on the same date to all the (tenderers who requested the tender documents and/or candidates invited to take part in the procurement procedure).

- after the tenders have been opened and on the MEP's initiative.
- Should a tender give rise to requests for explanations, or with a view to correcting clear material errors in the wording of the tender.

9. You will be informed in writing of the decision taken on your tender.

Name and signature,

A handwritten signature in blue ink, appearing to be 'Vangelis Meimarakis', with a long horizontal stroke extending to the right.

Vangelis MEIMARAKIS

