

If you're a journalist or other media representative, Frontex invites you to contact the Agency's [press office](#).

If you are interested in job opportunity and vacant posts, please consult vacancy announcements at [Frontex careers](#) page.

If the information on the procurement matter you're looking for is not available below, please contact the Procurement Team [using this link](#).

As a general rule, Frontex Procurement personnel does not accept any direct or indirect gifts or hospitality. Economic operators/contractors/third parties are therefore expected not to offer any gift or hospitality.

## Frequently Asked Questions (FAQ)

**Disclaimer: Below information does not replace the only legally binding documentation, which is published via each tender procedure**

1) I am interested in business opportunities at Frontex. Where can I find and review ongoing and planned procurements?

Information about Frontex' purchasing procedures can be found on our website [www.frontex.europa.eu](http://www.frontex.europa.eu) under [ABOUT FRONTEx-Procurement](#) tab.

2) I haven't found any relevant ongoing business opportunities on Frontex website. Still, my company is interested in future cooperation and would like to present the company's portfolio. How can I arrange a meeting with Frontex?

In Frontex, in line with the applicable procurement rules and legal framework, there is no possibility for bilateral meetings with industry.

Please be aware that Frontex follows the rules of public procurement, ensuring equal treatment and non-discrimination for the companies and when need for purchasing of certain products/services is identified, Frontex organizes respective tender procedure, in line with the applicable rules. As such, a meeting with you to discuss your services would not be possible.

Nevertheless, the possibility exists for companies to visit Frontex and present its portfolios of products and services in the field of border security in the context of the meetings with industry, organized by Frontex twice a year, where Frontex' staff with scientific, technical and operational background attends and experts from the Member States Border Guard Authorities are also invited to take part and contribute to the activity.

For this purpose, a Visit Proposal Form, available at <https://ec.europa.eu/eusurvey/runner/VisitProposalForm>, must be completed and submitted. The

selection of the submitted proposals is based on the novelty and potential impact of the company's products and services for the border guard community.

Moreover, Frontex organizes, with the participation of industry, academia and research institutes, workshops, meetings and conferences related to border security solutions. The announcements concerning the mentioned events are published on the Frontex website, at <https://frontex.europa.eu/future-of-border-control/research-and-innovation/research-and-innovation-at-frontex/>.

For procurement procedures, we kindly suggest you to check regularly the relevant means of advertising (TED Webpage, F&T Portal and Frontex Webpage), considering that, in accordance with Art. 89 of Frontex Financial Regulation, the relevant provisions of the Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union apply, where the choice of the tender procedure and advertising requirements depend mainly on the threshold amounts of the contracts foreseen.

### **3) I did not establish any business and I do not represent any company. Can I still submit a tender?**

As a general rule, participation in Frontex' tenders is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations. It is also open to all natural and legal persons established in a third country which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement.

However, the economic operators must check the eligibility criteria for each particular tender as, depending on the scope and the volume of the tender, different requirements may apply.

### **4) Does my business have to be registered in EU country in order to submit an offer?**

In principle, Frontex opens the tender procedures only for economic operators having their domicile in EU member states. However, for certain procedures and under certain conditions, due to their operational nature, the tenders are open also to third-country registered companies.

### **5) What is the purpose of ex-ante publication on Frontex' website?**

In line with the Financial Regulation<sup>1</sup>, Frontex announces all planned low and middle value negotiated procedures of an estimated value of above EUR 15 000 and below EUR 143 000 on the website: [Low & Middle Value Negotiated Procedures](#). The eligible economic operators may react to such ex-ante announcement by expressing their interest in a particular procedure. Such operators will receive further correspondence related to this procedure, including the formal invitation to the negotiated procedure once this procedure is formally launched.

### **6) What is an open tender?**

---

<sup>1</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012

An open tender is a procurement procedure with an estimated value of EUR 143 000 or more, it is published in the S series of the Official Journal of the European Union and can be consulted online in the EU's [Tenders Electronic Daily \(TED\)](#) database and [Funding & Tenders](#) portal (F&T portal).

Under the links provided above, you may find all essential information on open procedures launched by Frontex (ongoing and closed) including full tender documentation. Usually, Frontex is launching an open procedure as a sole purchasing body. However, occasionally Frontex joins inter-institutional procurement procedures organised by other European Union Institutions, Agencies or Bodies. Interested economic operators are therefore invited to periodically check TED website and F&T Portal for such inter-institutional procurement procedures in which Frontex participates as one of many contracting authorities.

**7) I am not familiar with the Funding & Tenders Portal. Where can I obtain more information about it?**

The F&T Portal, the Single Electronic Data Interchange Area (SEDIA), is a free platform for participants and experts in funding programs and tenders managed by the European Commission and other EU bodies. The economic operators can look for tendering opportunities and, depending on their role, manage the transactions of their organisation with the European Commission and other EU bodies in this one single place.

For more practical information please consult dedicated wiki website: [Funding & Tenders Portal eProcurement wiki](#)

**8) What is the purpose of issuing Prior Information Notice (PIN)?**

The Prior Information Notice serves to make it known to economic operators that a contracting authority is planning to launch in the future award one or more contracts. It is published few months ahead of the procedure, before a contract notice is published and before all the procurement documents are made available. The PIN enables economic operators to make preparations (for example, to gather the necessary documentation and plan how to make available sufficient resources on their party) so that they are ready to produce a tender as soon as the contract notice is published. It is therefore a way of increasing awareness of the market in relation to envisaged tenders. Particular attention shall be drawn to the fact that the contracting authority is not obliged to publish a tender following a Prior Information Notice.

**9) Who from Frontex should I contact for discussion before and after submitting an offer? To whom should I address questions about the project or/and tendering documents?**

All contacts between Frontex and tenderers are prohibited throughout the procedure. They are allowed in exceptional circumstances only and under certain conditions, which are indicated in the Invitation to tender or/and Tender Specifications. In principle, the primary point of contact is Frontex Procurement Sector and contacts must always take place in writing.

**10) May my company submit more than one proposal?**

As a rule, one offerer should submit one offer. However, information if options or variants will be accepted by Frontex can be found in a Contract Notice of the given tender.

**11) May my company submit an offer for more than one lot if there is such opportunity?**

As regards tenders containing more than one lot, typically Frontex leaves the possibility for the Tenderers to decide. Therefore, usually they may submit their tender for one lot only or for more than one lot or even for all lots, unless otherwise clearly indicated in the tender documentation. However, the Tenderers applying for more than one lot are required to satisfy the selection criteria in terms of capacity of all Lots and to indicate its order of priority for the different lots which will be considered in case the Tenderer is not fulfilling the capacity requirements for the lots it submits a tender. For more information, please refer to particular Tender Dossier as different requirements may apply across various tenders.

**12) Will my offer be accepted if submitted after tender closing date?**

All tenders received after the submission deadline will be rejected.

**13) Are there any categories of economic operators (i.e. micro, small and medium-sized enterprises (SMEs) or veteran owned firm) to which FRONTEX gives special treatment?**

No. All economic are given equal treatment before, during, and after the tendering process. However, on ad hoc basis Frontex is legally permitted to use the possibility of introducing green and sustainable elements in the tender requirements and conditions. As a result, only certain categories of bidder would meet such requirements.

**14) How do taxes and tax exemptions work? Does my company need to be registered in Poland in order to sign and implement the contract with Frontex?**

Pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, Frontex is exempt from all taxes and duties, including value added tax (VAT), on payments due in respect of the contracts being signed. This exemption applies to the purchase of both goods and services.

Your company does not need to be registered in Poland in order to sign and implement the contract.

For the companies registered outside of Poland and within EU, there is no need to include the VAT in the price of offer and subsequently in the invoices. Frontex contractors will receive a VAT-exemption certificate issued by Frontex and confirmed by the Polish government. Please also note that in case of signature of the Framework Contract (FWC), such VAT exemption certificates for the contractors are issued by Frontex only at the later stage, namely, after specific contract/order form is signed under this FWC.

For the contractors registered in Poland, invoices shall include the VAT in accordance with the national legislation.

However, the VAT exemption does not apply for purchases made outside of the EU.

**15) Are partial or advance payments authorized?**

---

Unless otherwise indicated in the contract, partial or advance payments are not authorized. Full payment will be made when ordered deliverables have been received and accepted by Frontex. However, for the details of payment schedule, the candidates shall familiarise themselves with the contract template (special conditions) for each particular procedure.

**16) I would like to participate in the public opening session concerning the ongoing open tender, but I did not submit the tender myself. Is it possible?**

Only Tenderers (economic operators that submitted their tenders) may request to attend the opening and such participation is limited to a maximum of one representative per tender.