



EUROPEAN COMMISSION

Directorate-General Enlargement

A - ENLARGEMENT POLICY AND COMMUNICATION
A.2 - INFORMATION, COMMUNICATION

Brussels, **30 JUIN 2011**

Subject: INVITATION TO TENDER no. ELARG 2011/S-252
"Framework Contract with renewed competitive tendering for the provision of Integrated communication services in the area of EU enlargement"

PRE-INFORMATION NOTICE N° 2010/S 252-387042 of 29.12.2010

CONTRACT NOTICE N° 2011/S 124-204970 of 01.07.2011

Madam, Sir,

- (1) The European Commission invites tenders for the above mentioned call for tender.
- (2) If you are interested in this contract, you are requested to submit your tender in triplicate in one of the official languages of the European Union.
- (3) Tenderers may choose to submit tenders:
 - a) either by post or by courier not later than **09/09/2011**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

European Commission
Directorate-General for Enlargement,
Unit A2 – Information and Communication
Office CHAR 04/140
B – 1049 Brussels

- b) or delivered by hand to the following address:

European Commission
Directorate-General for Enlargement,
Unit A2 – Information and Communication
For the attention of Ms Catherine Wendt, Head of Unit
Avenue du Bourget 1
B-1140 Brussels (Evere)
Belgium

not later than **16.00 on 09/09/2011**. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00

to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

(4) Presentation of the offer:

Tenders must be placed inside **two sealed envelopes**. The inner envelope, addressed to the department indicated in the invitation to tender, should be marked as follows: "**Invitation to tender N° ELARG 2011/S-252 - not to be opened by the internal mail department**". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope must also contain two sealed envelopes, one containing the technical specifications and the other the financial bid. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

Non respect of the above presentation requirements may lead to the exclusion from the award procedure for this contract.

(5) The Tender Specification and the model contract are attached to this invitation to tender. The Specifications list all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity.

(6) Tenders must be:

- signed by the tenderer or his duly authorised representative (at least the cover letter and each page of the financial offer);
- perfectly legible so that there can be no doubt as to words and figures.

(7) Period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect: 6 months from the final date for submission.

(8) Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

(9) Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

- Before the final date for submission of tenders:

- (a) At the request of the tenderer, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract. Any requests for additional information must be made in writing only to the functional mailbox ELARG-FWC-TENDER@ec.europa.eu.

Requests for additional information received less than five working days before the final date for submission of tenders will not be processed.

- (b) The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for

tenders. Any additional information including that referred to above will be posted on the dedicated website: http://ec.europa.eu/enlargement/how-does-it-work/grants-tenders/tenders/index_en.htm.

- After the opening of tenders

If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.

(10) This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer.

(11) Opening of the tenders:

The opening of received tenders will take place on **Monday, 19/09/2011 at 15:00** in the Commission building located in **170, Rue de la Loi, B – 1049 Brussels, Meeting Room CHAR 04/23**. One authorised representative of each tenderer may attend the opening of the tenders. Tenderers who plan to attend the opening session have to inform Ms Stefania GRECO by e-mail, fax or letter at least 24h in advance:

European Commission
DG Enlargement
Unit A2 – Information and Communication
For the attention of Stefania GRECO
Office CHAR 04/145
170 Rue de la Loi
B-1049 Brussels
Fax: +32 2 29 91777
Email: ELARG-FWC-TENDER@ec.europa.eu

(12) Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

(13) Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.

(14) You will be informed whether or not your tender has been accepted.

(15) If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.

(16) If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by DG Enlargement. Details concerning the

processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

- (17) Your personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/info_contract/legal_entities_en.htm), or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf)

Date and signature,

 30 June 2011

Catherine Wendt

Head of Unit