

EIT ref.: 00015.EIT.2016.D.BG

Subject: Provision of interim staff services for the European Institute of Innovation and Technology (EIT)

Reference: Invitation to tender for open procedure No 07/2015/OP/EITPROC

Dear Sir/Madam,

- The European Institute of Innovation and Technology is planning to award the framework contract referred to above. The procurement documents consist of the contract notice, this invitation letter, the tender specifications with their annexes and the draft contract, as published on the EIT website¹.

The call for tender is not divided into lots.

If you are interested in this contract, you should submit a tender in one of the official languages of the European Union. Please note that the working language of the EIT is English.

- The tender must be dispatched no later than **29/02/2016**. You must use one of the following means of submission:

Means of submission	Time limit	Evidence of dispatch	Address for delivery
Post	24:00 CET	Postmark	Call for tenders "7/2015/OP/EITPROC concerning the provision of interim staff services"
Courier	24:00 CET	Deposit slip of courier service	
In person (hand delivery)	17:00 CET	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	

European Institute of Innovation and Technology,
Services and Finance Unit
For the attention of EIT Procurement
1/E Neumann János Street, Infopark,
Budapest,
Hungary H-1117

Mail can be received from 08.30 to 17.00 Monday to Thursday and to 16:30 on Fridays. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

- You must submit your tender exclusively on paper, in **one original and three copies**.

Tenders must be submitted using the double envelope system – i.e. one outer envelope and three inner envelopes – in order to guarantee the confidentiality and the integrity of data.

¹ <http://eit.europa.eu/collaborate/procurement>

The **outer envelope** should indicate the number of the procurement procedure and should be marked as follows: "CALL FOR TENDERS – 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 **three inner envelopes** shall be composed of and shall be indicated as:

Envelope A ‘Administrative part’ shall contain one original (clearly marked as ‘Original’) and three copies (each clearly marked as ‘Copy’) of the supporting information and documentation related the tenderer’s eligibility and capacity.

Envelope B ‘Technical part’ shall contain one original (clearly marked as ‘Original’) and three copies (each clearly marked as ‘Copy’) of the technical proposal.

Envelope C ‘Financial part’ shall contain one original (clearly marked as ‘Original’) and three copies (each clearly marked as ‘Copy’) of the financial proposal.

Except in Envelope C, the tender must not contain any reference to the amounts included in the ‘Financial part’ that could hint the price offered by the tenderer.

Tenderers are asked to provide the **scanned versions of the signed original documents** placed in each envelope on three separate CDs/DVDs/USB sticks (clearly marked as ‘Administrative part’/‘Technical part’/‘Financial part’). Each CD/DVD/USB stick shall be put in the relevant envelope.

The tender must be:

- Signed and dated by the tenderer or his duly authorised representative (i.e. the cover letter, the Legal entity form, the Financial Identification form, the Declaration on honour and each page of the financial offer);
- Perfectly legible so that there can be no doubt as to words and figures.

Tenderers are kindly asked to number the documents placed in each envelope and provide in English the lists of numbered documents concerning each envelope.

The tender should be organised and presented in a way that allows for clear identification of each set of criteria, and clearly matching of these criteria with the respective supporting documents requested by the tender specifications.

4. An Opening Board will be set up to open the tender and to check whether the procedures for the submission of tenders have been complied with. The Opening Board will open the tenders on **08/03/2016 at 10:30** in the EIT premises.

A representative of each tenderer may attend the opening of the tenders. In this case, the interested tenderers are kindly requested to register at latest two working days before by e-mail or by fax (as indicated in point 3.1). At the opening, the representative of the tenderer may be asked to present its credentials/power of attorney to be checked by the contracting authority.

5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is **6 months** from the date indicated in point 2.

6. Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
7. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
8. Contacts between the contracting authority and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the date of receipt indicated in point 3:

Upon request, the contracting authority may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only to EIT-PROCUREMENT@eit.europa.eu. In this case, please specify in the subject: 07/2015/NP/EITPROC– ADDITIONAL INFORMATION

The contracting authority is not bound to reply to requests for additional information received less than six working days before the date of receipt of tenders indicated in point 3.

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the procurement documents.

Any additional information including that referred to above will be posted on the EIT website which will be updated regularly and it is your responsibility to check for updated and modification during the submission period.

Requests for translation of the procurement documents into any of the official languages of the European Union can be made at latest 15 working days before the closing date for submission of tenders. Any translation request after this deadline will not be processed.

After the opening of tenders:

If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, the contracting authority will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

9. This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.
10. Up to the point of signature, the contracting authority may 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.
11. Once the contracting authority has received and opened the tender, it becomes its property and it shall be treated confidentially.

12. You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly.
13. 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 contracting authority. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
14. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation². For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

Budapest, 12/01/2016

[SIGNED]

Martin Kern
Interim Director

Attachment: Tender specifications and its annexes

² Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.