

Budapest, 14 June 2014

**Subject: Invitation to tender (Phase 1)**

**Call for tender 01/2014/NP/EITPROC for a negotiated procedure with prior publication of a contract notice in the Official Journal for the provision of `Catering services for the European Institute of Innovation and Technology in Budapest`**

**Reference: Contract notice 2014/S 113-198080 of 14/06/2014**

Dear Sir/Madam,

1. The European Institute of Innovation and Technology (hereafter referred to as the "EIT") is planning to award a framework contract for the provision of catering services.

For this purpose, a negotiated procedure with prior publication of a contract notice, aimed at the conclusion of multiple framework contracts, is being launched.

The procurement procedure will take place in the following two phases:

Phase 1: The tenderers may submit a request to take part in the negotiations (Phase 2) by submitting their `Administrative proposal`. Following this, the verification and assessment of the tenderers on the basis of the exclusion and selection criteria will be carried out.

Phase 2: All the successful tenderers (minimum 3 - if available) who meet the requirements of Phase 1 will be invited in the second phase of the procurement procedure in order to submit a tender (`Technical proposal` and `Financial proposal`) to be evaluated on the basis of the award criteria.

2. If you are interested in this contract, you may submit your request to take part in the negotiations (hereafter referred to as `tender` or `offer`) in quadruplicate (one original and 3 copies) in one of the official languages of the European Union.

Please note that the working language of the EIT is English.

3. Tenderers may choose to submit tenders:

- 3.1. a) either by registered mail or by a courier service no later than **14/07/2014**, to the following address:

European Institute of Innovation and Technology (EIT)  
EIT Procurement, Unit Services and Finance  
Infopark Building E  
1/E Neumann János Street  
H-1117 Budapest  
HUNGARY

In case of delivery by registered mail or by courier, the evidence of the date of dispatch shall be constituted by the postmark/the date of the deposit slip or by the receipt of dispatch issued by the courier service.

The tenderer shall obtain the receipt of delivery issued by the postal or courier service clearly indicating the date and time of dispatch. By the deadline indicated in this point, the tenderers are kindly requested to send a copy of this receipt to the EIT by e-mail ([EIT-PROCUREMENT@eit.europa.eu](mailto:EIT-PROCUREMENT@eit.europa.eu)), specifying the title and reference number of this procurement procedure, together with the name, email address and the telephone number of the tenderer.

b) or delivered by hand to the following address:

European Institute of Innovation and Technology  
Procurement  
Infopark Building E  
1/E Neumann János Street  
H-1117 Budapest  
HUNGARY

no later than 16.00 on **14/07/2014**. In this case, an acknowledgement of receipt must be obtained by the tenderer as proof of submission, signed and dated by the staff member in the EIT who took delivery. The EIT is open from 09.00 to 17.00 Monday to Thursday, and from 09.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays, Commission holidays and bank holidays in Hungary.

4. Within Phase 1, the tenderers are requested to submit their 'Administrative proposal', which shall contain 1 original (clearly marked as 'Original') and 3 copies (each clearly marked as 'Copy') of the supporting information and documentation related the tenderer's non-exclusion and capacity.

At this phase of the procedure, no technical and no financial information is requested.

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

Tenderers are asked to provide the scanned versions of the signed original documents of the Administrative proposal on a CD/DVD/USB stick. The CD/DVD/USB stick shall be put in the envelope.

**In case of discrepancies between the original tender and the copies, or between the paper and the scanned version, the original tender in a paper format is binding.**

4.2. Moreover, the envelope should be marked as follows:

<p><b>TENDER</b> <b>– NOT TO BE OPENED BY THE EIT MAIL DEPARTMENT</b></p> <p><b>Call for tender 01/2014/NP/EITPROC for a negotiated procedure with prior publication of a contract notice in the Official Journal for the provision of `Catering services for the European Institute of Innovation and Technology in Budapest`</b></p> <p>Name of the tenderer: .....</p> <p>Address of the tenderer: .....</p> <p>Language of the tender: .....</p>
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If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

5. The tender specifications describe the subject and the details of the call for tender and list all the documents that must be submitted in Phase 1, including the supporting evidence of the exclusion and selection (economic and financial, technical and professional capacity) criteria.

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.

The tender documents for Phase 1 can be downloaded from the following website: <http://eit.europa.eu/collaborate/procurement>.

6. The tenderer or his duly representative is requested to sign:

- Cover letter
- Annex Ia ('Tenders` identification form` ). Please note that Annex Ia should be filled in English;
- Annex Ib (Power of attorney - in case of a consortium / Letter of intent - in case of subcontracting);
- Annex IIa, IIb, IIc ('Legal entity form');
- Annex III ('Financial identification form');
- Annex IV ('Declaration on honour' form).

Tenders must be perfectly legible so that there can be no doubt as to words and figures.

7. In Phase 1, the period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect is 2 months from the deadline for submitting tenders.

8. Submission of a tender implies acceptance of all the terms and conditions set out in the tender documents 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.

All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

9. Contacts between the EIT and the tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

- 9.1. Before the final date for submission of tenders:

- \* At the request of the tenderer, the EIT may provide additional information solely for the purpose of clarifying the nature of the service.

Any requests for additional information must be made in writing only to the EIT: [EIT-PROCUREMENT@eit.europa.eu](mailto:EIT-PROCUREMENT@eit.europa.eu)

- \* Requests for additional information received less than 3 working days before the closing date for submission of tenders will not be processed.
- \* The EIT 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 published on the EIT's website not later than 3 working days before the deadline for dispatching tenders on the website indicated in point 5. The website will be updated regularly and it is the tenderer's responsibility to check for additional information and updates during the tendering period.
- \* Requests for translation of the call for tender 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.

Please note that the translations can be made available only for the information of the tenderers.

- 9.2. After the submission of tenders:

- \* If clarification is required or if obvious clerical errors in the tender need to be corrected, the EIT 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 EIT. The EIT's contractual obligation commences only upon signature of the framework contract with the successful tenderers.

11. Up to the point of signature, the EIT 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.
12. Once the EIT has received the tender, the document shall become the property of the European Union and it shall be treated confidentially.
13. You will be informed of the outcome of Phase 1 of this procurement procedure. It is your responsibility to provide valid contact details in your tender.
14. 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 the EIT. Details concerning the processing of your personal data are available on the privacy statement at:  
[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)
15. Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED), 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](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](http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf))

Jose Manuel LECETA