

***INVITATION TO TENDER FOR A MULTIPLE
FRAMEWORK CONTRACT IN CASCADE FOR
PROVISION OF SERVICES IN ISSUING
CERTIFICATES ON FINANCIAL STATEMENTS FOR
EIT GRANT RECIPIENTS***

Dear Sir/Madam,

Subject: Invitation to tender for a multiple framework contract in cascade for the provision of services in issuing Certificates on Financial Statements for EIT Grant Recipients

1. The European Institute of Innovation and Technology (hereinafter referred to as “the EIT”) is planning to award the contract referred to above. The procurement documents consist of this letter, tender specifications with its annexes and the draft contract.
2. If you are interested in this contract, you should submit a tender preferably in English or in one of the other official languages of the European Union.
3. You must submit your tender exclusively on paper, in one original. The tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT". The inner envelope must also contain two closed envelopes, one containing the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial"). Each of the envelopes shall contain scanned copy of its content (respective offer) in PDF format saved on a USB drive. The time limit for receipt of the tender is **29/06/2017**. You must use one of the means of submission listed below.
 - a) either by post or by courier no later than **29/06/2017, 24:00 CET** to the address indicated below. Receipt is understood as the time at which the tenderer hands over the tender to the post office or courier service or central mail department. In this case, the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip of courier service,
 - b) or delivered in person no later than **29/06/2017, 16:00 CET** to the address indicated below. In this case, the tenderer must obtain a proof of receipt, signed and dated by the official in the mail department who took the delivery.

Address for submission by post, courier or in person:

Procurement Section
European Institute of Innovation and Technology
Building E, Infopark
1/E Neumann Janos utca
1117, Budapest – Hungary
Opening hours: 09:30 – 16:30

4. Tenders must be:
 - signed by a duly authorised representative of the tenderer;
 - perfectly legible so that there can be no doubt as to words and figures;

- drawn up using the model reply forms presented in the Tender Specifications.
- 5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 9 months from the date indicated in point 3.
- 6. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specifications and in the draft contract 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 during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
- 8. A maximum of two representatives per tender can attend the opening of tenders. For organisational and security reasons, the tenderer must provide the full name and ID or passport number of the representatives at least 3 working days in advance to: **EIT-procurement@eit.europa.eu**. Failing that, the EIT reserves the right to refuse access to its premises.
- 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 indicated in point 3:

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

Any requests for additional information must be made in writing only to: **EIT-procurement@eit.europa.eu**. 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 clerical error in the text of the procurement documents.

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

After the opening of tenders

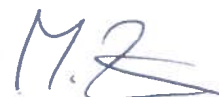
If obvious clerical errors in the tender need to be corrected or clarification is required, the contracting authority may contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

- 10. 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.
- 11. Up to the point of signature, the contracting authority may cancel the procurement 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 contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
13. 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.
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 European Institute of Innovation and Technology (for communication details please see article I.8 of the draft framework contract). Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
15. 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 Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm
16. You may submit any observations concerning the procurement procedure to the contracting authority using the contact means under point 9. If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>).
17. Within two months of notice of the award decision, you may launch an action for annulment of the award decision. Any request you may make and any reply from us, or any complaint for maladministration, will have neither the purpose nor the effect of suspending the time-limit for launching an action for annulment or to open a new period for launching an action for annulment. The body responsible for hearing annulment procedures is indicated in Section VI.4.1 of the contract notice.

Date and signature,

17.5.2017



Martin Kern
EIT Interim Director

¹ 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.