



**EUROPEAN COMMISSION**  
Directorate-General for Education and Culture  
Culture and media  
Director

Brussels, 13/06/2012  
EAC D 1/XT/is ARES(2012) 707769

**Subject: Open Call for tender EAC/09/2012  
Preparatory action "Culture in external relations"**

**Contracting Authority: European Commission  
Directorate-General for Education and Culture**

Dear Sir, Dear Madam,

You are hereby invited to submit a tender for the above-mentioned Contract, in accordance with the procedures laid down in this Invitation to Tender, the Contract Notice, the Tender Specifications including the Terms of Reference, and all related annexes. Please take careful note of all of the information contained in these documents, since offers received which are not in conformity with the requirements specified cannot be accepted.

## 1. PUBLICATION

This tender follows the publication of the Contract Notice in the Official Journal of the European Union S 111 of 13 June 2012.

## 2. SUBMISSION OF THE TENDERS

Tenders must be drawn up in one of the official languages of the European Union. Each tender must contain one original and four copies.

Tenderers may submit offers:

- (a) Either by post or by courier, **not later than 17 August 2012**, 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 Education and Culture  
Tenders for Unit D1 Culture Policy MADO 17/073

Commission européenne, B-1049 Bruxelles / Europese Commissie, B-1049 Brussel - Belgium. Telephone: (32-2) 299 11 11.  
Office: MADO 17/073.

[http://ec.europa.eu/dgs/education\\_culture](http://ec.europa.eu/dgs/education_culture)  
E-mail: [eac-culture-in-external-relations@ec.europa.eu](mailto:eac-culture-in-external-relations@ec.europa.eu)

For the attention of Mr Xavier Troussard  
B-1049 Brussels  
BELGIUM

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

European Commission  
Directorate-General for Education and Culture  
Tenders for Unit D1 Culture Policy MADO 17/073  
For the attention of Mr Xavier Troussard  
Avenue du Bourget, 1  
B-1140 Brussels (Evere)  
BELGIUM

**not later than 16.00 on 17 August 2012.** 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 16.00 Monday to Friday. It is closed on Saturdays, Sundays and Commission holidays.

Tenders must be submitted in a sealed envelope itself enclosed within a second sealed envelope, addressed as indicated under (a) or (b) above. The inner envelope must bear, in addition to the address under (a), the words, "Invitation to Tender EAC/09/2012– Not to be opened by the mail service." If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

### **3. OPENING OF THE TENDERS**

An Opening Board will be set up to open the tenders and to check whether the procedures for the submission of tenders have been complied with. This board will open the tenders on 28 August 2012 at 10:00 in DG EAC's meeting room Madou Tower, room 19/44, 1, Place Madou, B-1210 Saint-Josse-Ten-Noode.

One representative of each Tenderer may attend the opening of the bids.

### **4. TENDERS**

Tenders must be:

- (1) drawn up preferably on the Tenderer's headed paper;
- (2) perfectly legible in order to rule out any doubt whatsoever concerning the words or figures;
- (3) drawn up using the enclosed model reply forms (where applicable);
- (4) signed by the Tenderer or his duly authorised representative.

### **5. DOCUMENTS TO BE PROVIDED BY THE TENDERER:**

- (1) Annex 3 including the forms referred to therein, as set out in point 1 of the Tender Specifications accompanied by the supporting documents described in these forms;

- (2) The declaration on honour with respect to the Exclusion Criteria and absence of conflict of interest (Annex 4), as set out in point 4 of the Tender Specifications;
- (3) The documents required for the appraisal of Tenders on the basis of the Selection Criteria set out in point 5 of the Tender Specifications;
- (4) The documents required for the appraisal of Tenders on the basis of the Award Criteria set out in point 6 of the Tender Specifications;
- (5) The completed form in Annex 5, giving the price, in accordance with point 7 of the Terms of Reference.

## **6. ACCEPTANCE OF CONDITIONS**

Submission of a tender entails:

- (1) acceptance by the Tenderer of all the terms and conditions stipulated in this Invitation to Tender, the Contract Notice, the Tender Specifications, and all the annexes thereto, including the draft Contract. This submission binds the Tenderer to whom the Contract is awarded, for the duration of the Contract;
- (2) where appropriate, waiver of the Tenderer's own general or specific terms and conditions.

## **7. PERIOD OF VALIDITY OF TENDERS**

Tenderers must keep their offers open, in respect of all the conditions therein, for a period of nine months after the deadline for the submission of tenders. The conditions set out in the Tenderer's offer may not be modified in any respect during that period.

## **8. CONTACT BETWEEN THE CONTRACTING AUTHORITY AND THE TENDERERS**

Tenderers will be informed of the outcome of their offers, which is expected to be known by November 2012.

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:

\* At the request of the Tenderers, 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 [eac-culture-in-external-relations@ec.europa.eu](mailto:eac-culture-in-external-relations@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.

\* 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 sent simultaneously to all Candidates who have requested the specifications and will be published under the

Frequently Asked Questions of the relevant call on our website:  
[http://ec.europa.eu/dgs/education\\_culture/calls/tenders\\_en.html](http://ec.europa.eu/dgs/education_culture/calls/tenders_en.html)

- 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.

## 9. DATA PROTECTION

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) n° 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 Directorate-General for Education and Culture. 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).

Your personal data 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 n° 969/2008 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), or

- the Commission Regulation n° 1302/2008 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)).

I look forward to receiving your offer in response to this Invitation to Tender.

Yours sincerely,



Vladimír Šucha

Enclosures: Tender Specifications