



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate L. Economic analysis, perspectives and evaluations
L.4. Evaluation of measures applicable to agriculture; studies

Brussels,
AGRI- -D/

Subject: Letter of Invitation to Tender – Contract Notice 2009/S 56-079976.

Ref: Framework contract for the evaluation of CAP measures applied to the starch, sugar and cotton sectors, AGRI-2009-L4-03

Dear Sir or Madam,

1. DG AGRICULTURE AND RURAL DEVELOPMENT (the “Contracting Authority” for the European Commission for the purposes of this Call for Tender) is pleased to enclose the Call for Tender relating to the above mentioned Contract Notice, consisting of the specification listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity, and the draft contract.
2. If you are interested in this public contract, you are requested to submit your offer, no later than :

Monday, 08 June 2009

hereafter referred to as “08/06/2009”.

3. Where submission is by letter, Tenderers may choose to submit tenders:

A - EITHER by registered post or by courier not later than 08/06/2009, 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
(Attn Mr Leo MAIER, Head of Evaluation Unit – Office Loi 130,
8/29)
Directorate-General for Agriculture and Rural Development, Unit
L.4. Evaluation of measures applicable to agriculture; studies
BE - 1049 BRUSSELS - Belgium*

The three inner envelopes or cardboard boxes must contain the separate offer documents - one for the "administrative dossier" of the offer, one for the "technical dossier" of the offer and one for the "financial offer" (this is explained in more detail in Section 8.1 of Document N°. 1 Tender Specifications).

The *outer envelope or cardboard box* should bear, in addition to and separately from the above mentioned postal address, the following mention:

**"INVITATION TO TENDER N°. AGRI-2009-L4-03
- NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE
- to be internally delivered without opening to Mr Leo MAIER, Head of the
Evaluation Unit – Unit AGRI-L4 – Office Loi 130, 8/29"**

The *THREE inner envelopes or cardboard boxes* should also bear the following mention:

**"INVITATION TO TENDER N°. AGRI-2009-L4-03
"ADMINISTRATIVE DOSSIER" OR "TECHNICAL DOSSIER" OR
"FINANCIAL OFFER"
- (...name of Tenderer.)
- NOT TO BE OPENED BEFORE 18/06/2009 BY THE OPENING COMMITTEE"**

NB : These requirements regarding the packaging, sealing and signature of the Tenderer's authorised representative are necessary to ensure that the tender offer has not been opened, between the receipt at the European Commission's Central Mailroom or DG AGRICULTURE AND RURAL DEVELOPMENT Unit Archives, and the date of opening by the Committee.

The decision, as whether a tender offer is considered admissible, is the responsibility of the Opening Committee. Tenderers should be aware that, where the above described arrangements for packaging, sealing and signature of the tender offer are not respected, and there is a doubt that the security of the offer documents can be guaranteed, the Opening Committee may consider that the offer is inadmissible.

7. Tenders must also be :

- signed by the Tenderer or his duly authorised representative;
- perfectly legible so that there can be no doubt as to words and figures;
- the presentation and content of the tender must meet the requirements set in attached Document N°. 1, Tender Specification (see Section 8.1 Presentation of the offer).

*NB : offers not meeting the requirements of this Section 8.1. of the specification may **not** be accepted in the framework of the present invitation to tender.*

8. The period of validity of the tender, during which the Tenderers may not modify the terms of their tenders in any respect shall be: 9 calendar months from 08/06/2009.
9. Tenderers should be aware that contact between representatives of DG AGRICULTURE AND RURAL DEVELOPMENT and Tenderers is prohibited throughout the procedure, save in exceptional circumstances, as defined within Document N°. 1, Tender Specifications (see Section 7.6 Contact Point).

The tender documents, as well as any additional information and the replies to any questions from Tenderers, will be made available on the AGRI ON EUROPA website: http://ec.europa.eu/dgs/agriculture/tender_en.htm. Where these documents are obtained

19. Tenderers need to pay particular attention to the requirements of Section 8.4 for their price offer: all Prices included within the Table of Unit Prices as defined in this section 8.4, must be expressed in fixed unit prices. This implies that no variable prices, such as prices expressed in percentages, price ranges, etc., will be accepted. Any tender received which includes variable prices will be automatically rejected. No variation will be allowed between the unit prices in section 8.4 and the unit prices for the table for the price simulation in section 9.3.2.

Leo MAIER
Head of Unit

Enclosures:

- Document N°. 1 : Tender Specifications AGRI-2009-L4-03
- Document N°. 2 : Blank Draft Contract (including various annexes which form an integral part thereof)
- Document N°. 3 : Check list and Forms to be completed