Subject: Invitation to tender - Open Call for Tenders EAC/27/2015 Lot 1/2/3 - Framework contracts for services and supplies in support of communication activities in the field of education, culture, youth and sport.

This Call for Tenders follows the publication of the Contract Notice in the Official Journal of the European Union 2016/S 081-143195.

Dear Sir, Madam,

1. The European Commission (hereinafter referred to as ‘the Commission’) is planning to award the framework contracts referred to above by means of a Call for Tenders subdivided into three Lots. The procurement documents consist of this invitation letter, the tender specifications with their annexes and the draft framework contract with its annexes.

2. If you are interested in this framework contract/s you should submit a separate tender for each Lot that you are interested in, in one of the official languages of the European Union. The tender shall be constituted by a Technical Offer and a Financial Offer. The tender shall be provided in one paper original, four paper copies and one electronic copy (contained on two different and unprotected USB keys or CD-ROMs, one for the Technical Offer and one for the Financial Offer).

3. The tender must be packaged and delivered as follows:

   A closed envelope/box, addressed as indicated in the table in point 4 of this document, containing:
   
   - The cover letter and the tenderer information;
   - A closed envelope/box marked as follows: "CALL FOR TENDERS EAC/27/2015 – LOT <LOT number> – <Tenderer Reference> - NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT"; containing:
     - A closed envelope/box, marked as follows: "CALL FOR TENDERS EAC/27/2015 – LOT <LOT number> - <Tenderer Reference> - TECHNICAL OFFER"; containing the Technical Offer (paper original, four paper copies and the USB key/CD-ROM containing the electronic copy);
- A closed envelope/box, marked as follows: "CALL FOR TENDERS EAC/27/2015 – LOT <LOT number> - <Tenderer Reference> - FINANCIAL OFFER", containing the Financial Offer (paper original, four paper copies and the USB key/CD-ROM containing the electronic copy);
- The declaration on honour pertaining to the Exclusion criteria (paper original and four paper copies);
- The evidence pertaining to the Selection criteria (paper original and four paper copies).

4. The tender must be dispatched no later than 20 June 2016. You must use one of the following means of submission:

<table>
<thead>
<tr>
<th>Means of submission</th>
<th>Time limit</th>
<th>Evidence of dispatch</th>
<th>Address for delivery</th>
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</table>
| Post                | 24:00 CET  | Postmark             | CALL FOR TENDERS EAC/27/2015  
Framework contract for services in support of communication activities  
European Commission  
Directorate-General for Education and culture,  
Unit Dissemination and Exploitation of programmes, Office J70/2-113  
For the attention of  
Michal Krejza, Head of Unit  
B – 1049 Brussels  
Belgium |
| Courier             | 24:00 CET  | Deposit slip of courier service | CALL FOR TENDERS EAC/27/2015  
Framework contract for services in support of communication activities  
European Commission  
Directorate-General for Education and culture,  
Unit Dissemination and Exploitation of |
| In person (hand delivery) | 17:00 CET | Proof of receipt, signed and dated by the official in the central mail department who takes delivery | CALL FOR TENDERS EAC/27/2015  
Framework contract for services in support of communication activities  
European Commission  
Directorate-General for Education and culture,  
Unit Dissemination and Exploitation of |
Tenders can be received by the central mail department from 07.30 to 17.00 Monday to Friday. The service is closed on Saturdays, Sundays and official holidays of the Commission.

5. 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, when required, the appropriate model reply forms indicated in the tender specifications.

6. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is nine months from the final date of the submission.

7. 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 framework contract is awarded for the duration of the framework contract.

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

9. Contacts between the Commission and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
   a) Before the date of receipt indicated in point 4:
      - Upon request, the Commission may provide additional information solely for the purpose of clarifying the procurement documents.
      Any request for additional information must be made in writing only by e-mail to: EAC-CALL-FOR-TENDER-27-2015@ec.europa.eu

The Commission 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 4.
The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any type of clerical error in the text of the procurement documents.

Any additional information including the information referred to above will be posted on http://ec.europa.eu/dgs/education_culture/calls/index_en.htm. The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.

b) **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 Commission will 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 Commission. The contractual obligation commences only upon signature by the Commission of the framework contract with the successful tenderer.

11. Up to the point of signature of the framework contract, the Commission may cancel the award procedure without tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers must be notified.

12. Once the Commission 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 incoming mail on 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 Director of the Youth and Sport Directorate, 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.

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
Regulation 1. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

Antonio SILVA MENDES

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