



COMMISSION EUROPÉENNE
DG AIDE HUMANITAIRE ET PROTECTION CIVILE (ECHO)

Director-General

Dear Sir/Madam,

Subject: Framework contract for the production and distribution of Video News on ECHO's actions in the world - ECHO/INF/PO/AUDVIS/2011/1

Reference of the contract notice: OJ 2011/S 233 of 3 December 2011

1. I enclose the call for tenders relating to the above-mentioned contract.
2. If you are interested in this contract, you should submit a tender in triplicate in English or French.
3. Where submission is by letter, tenderers may choose to submit tenders:
 - a) either by post or by courier not later than 06/02/2012, 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 Humanitarian Aid and Civil Protection (ECHO)
Unit "Information & Communication" (ECHO.A.2), office AN88 6/50
For the attention of Mihela ZUPANČIČ, Head of unit
B – 1049 Brussels

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

European Commission
Directorate-General for Humanitarian Aid and Civil Protection (ECHO)
Unit "Information & Communication" (ECHO.A.2), office AN88 6/50
For the attention of Mihela ZUPANČIČ, Head of unit
Avenue du Bourget 1
B-1140 Brussels (Evere), Belgium

not later than 16.30 on 06/02/2012. 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 17.00 Monday to Thursday, and from 8.00 to 16.30 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

4. The tender must be submitted **in triplicate (one original and 2 copies) plus a USB stick or a CD-Rom**, under double sealed cover.

The inner envelope should be addressed to the department indicated in a) and marked as follows :

INVITATION TO TENDER

Call for tender n°: ECHO/INF/PO/AUDVIS/2011/1

From:(Company name)

NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

Tenders must be drawn up following the instructions and using the model forms in the specifications. These specifications and the draft contract are attached to this invitation to tender. The specifications list all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity.

For further modalities on drafting your tender, please refer to section II of the tender specifications attached.

The inner envelope must also contain two sealed envelopes, one containing the technical specifications and the other the financial bid. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").]

5. The specifications, 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 are attached.
 6. Tenders must be:
 - signed by the tenderer or his duly authorised representative;
 - perfectly legible so that there can be no doubt as to words and figures;
 7. Period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect: 12 months from the final date for submission.
 8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications and in the draft contract 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.
 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:
- * At the request of the tenderer, 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 Federico.Del-Buono@ec.europa.eu or to fax number 0032 2 2954572.

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 posted on http://ec.europa.eu/echo/funding/opportunities/tender_en.htm
- 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.
10. No on-site visit or information meeting is planned for the present call for tenders.
 11. This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer.
 12. Up to the point of signature, the contracting authority 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.
 13. Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.
 14. You will be informed whether or not your tender has been accepted.
 15. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
 16. 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 Data Protection Officer. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
 17. 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 2008/969 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), 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/explained/management/protecting/protect_en.cfm#BDCE)

Claus H. Sørensen

Bruxelles, le 11.12.11