



EUROPEAN COMMISSION  
Information Society and Media Directorate-General  
Electronic Communications Policy  
Procedures Related to National Regulatory Measures

Brussels, sending date  
DG/INFSO-B5 D(2010)

**INVITATION TO TENDER**

**Framework contract for translation of notifications and Commission decisions under Article 7 of Framework Directive 2002/21/EC (as amended by Directive 2009/140/EC)**

**SMART 2010/0102**

**CONTRACT NOTICE published in  
OJ 2010/S 157-242014 of 14-08-2010<sup>1</sup>**

Madam, Sir,

- (1) The European Commission is pleased to send you, following your request, the documentation regarding the above-mentioned call for tender.
- (2) If you are interested you are requested to submit your tender no later than **27<sup>th</sup> September 2010** either by:
  - (a) Registered post or by private courier services. In this case the post office stamp or the date on the slip issued by the courier service will constitute proof of compliance with the deadline given above. The offer must be sent to the following **postal address**:

European Commission  
Information Society and Media Directorate-General  
Directorate B –Electronic Communications Policy  
**for the attention of Mr Y. Domzalski**  
**BU-33 6/55**  
**B-1049 Brussels – Belgium**

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<sup>1</sup> <http://ted.europa.eu/udl?uri=TED:NOTICE:242014-2010:TEXT:EN:HTML&src=0>

- (b) **Or hand delivery by 16.00 Hours on 27<sup>th</sup> September 2010** at the latest to the following address:

European Commission  
Information Society and Media Directorate-General  
Directorate B – Electronic Communications Policy  
**for the attention of Mr Yves Domzalski**  
**BU33 6/55**  
**Avenue du Bourget 1**  
**B-1140 Brussels (Evere) – Belgium**

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 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays. Please note that in this case it is the date and time of reception at the Commission services that will count, not the actual date in which it was dispatched.

**Late delivery will lead to the exclusion from the award procedure for this contract.**

- (3) Contacts between contracting authorities and tenderers:

- (a) Contact between the contracting authority and tenderers during the contract award procedure may take place, by way of exception, under the conditions set out in paragraphs (b) and (c) below.
- (b) Before the closing date for the submission of tenders the contracting authority may:
- at the instance of tenderers, communicate additional information solely for the purpose of clarifying the nature of the contract, such information to be communicated on the same date to all tenderers who have asked for the specifications. **Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.**
  - at its own instance, if it discovers an error, a lack of precision, an omission or any other type of clerical defect in the text of the contract notice, invitation to tender or specifications, inform the persons concerned on the same date and in a manner identical with that applicable in respect of the original invitation to tender.
- (c) If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, the contracting authority may contact the tenderer, although such contact may not lead to any alteration of the terms of the tender.

In the respect of the limitation of this paragraph, information concerning this invitation to tender may be sought from:

Mr Yves Domzalski

at the postal address mentioned in § (2) (a) or by e-mail: [yves.domzalski@ec.europa.eu](mailto:yves.domzalski@ec.europa.eu)

(4) Presentation of the offer:

The offer (consisting of 1 original and 2 copies) should be enclosed in **two envelopes**, both of which should be sealed. If self-adhesive envelopes are used, they should be further sealed with adhesive tape, upon which the depositor's signature must appear.

The **outer envelope** should bear, in addition to the address of the above-mentioned Archive Department, the following mention:

**“INVITATION TO TENDER *SMART* N° 2010/0102  
“NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE”  
“NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE  
6 October 2010”**

The **inner envelope** should also bear the following mention:

**“INVITATION TO TENDER *SMART* N° / 2010/0102  
“NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE”  
“NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE  
6 October 2010  
“FULL NAME OF THE TENDERER/COMPANY”**

**Non respect of the above presentation requirements may lead to the exclusion from the award procedure for this contract.**

- (5) The tender specifications and the draft framework service contract are attached to this invitation to tender. The tender specifications list all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity.
- (6) Submission of a tender implies acceptance of the conditions stipulated in the following documents and binds the contractor to whom the contract is awarded during the performance of the contract:
- (a) This invitation to submit a tender;
  - (b) The conditions contained in the attached **tender specifications**;
  - (c) The attached model **framework service contract (special and general conditions)**.

(7) Period of validity of the tender during which it may not be varied in any respect: 9 months from the deadline for submission of tenders indicated in § (2).

(8) Opening of the tenders:

The opening of received tenders will take place on **6 October 2010 at 11:00 hrs** in the Commission building at Avenue de Beaulieu 33, 7<sup>th</sup> floor, room n° 65, B-1160.

One authorised representative of each tenderer may attend the opening of the tenders. Tenderers who plan to attend the opening session have to inform Mr. Yves Domzalski by e-mail ([yves.domzalski@ec.europa.eu](mailto:yves.domzalski@ec.europa.eu)), fax (+32-2-296.15.07) or letter, at least 24 hours in advance.

(9) Data Protection:

Processing your reply to the invitation to tender will involve 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 CONTROLLER. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the DATA CONTROLLER. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

For the purpose of this call for tender, the “Data Controller” shall be the Head of the Unit in charge of this call for tender. Any queries concerning the processing of personal data of the tenderer can be addressed by e-mail to the following contact person: [INFSO-DATA-PROTECTION-COORDINATOR@ec.europa.eu](mailto:INFSO-DATA-PROTECTION-COORDINATOR@ec.europa.eu) by indicating the call for tender reference.

You are informed that for the purposes of safeguarding the financial interest of the Union, your personal data may be transferred to internal audit services, to the Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the Commission.

(10) You will be informed whether or not your tender has been accepted.

Thank you for your interest in the work of the European Commission.

Yours faithfully,



Bernd Langeneine

Enclosures:           1. Tender Specifications  
                              2. Model Framework Contract