



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR COMMUNICATION
Representations in the Member States
European Commission Representation in Ireland

Dublin, 13 December 2011
ARES (2011) 1308702

Dear Sir or Madam,

Subject: Invitation to tender PO/2011-33/DUB concerning an open procedure for Broadcast Services to provide EU-related News for Local and Community Radio Stations in Ireland

Contract notice published in EU O.J S 239 on 13/12/2011

Additional advertising:

on http://ec.europa.eu/ireland/tenders_and_grants/index_en.htm, from 13/12/2011

on http://ec.europa.eu/dgs/communication/contracts_and_grants/contracts/rep/contract_ongoing_en.htm from 13/12/2011,

1. The European Commission is planning to award the public contract described above.
2. If you are interested in this contract, please submit a tender, in triplicate - one of which is not bound, not stapled nor printed recto verso - and in one of the official languages of the European Union, in one of the following ways:
 - Either by post, or by private courier, sent not later than 31 January 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 address mentioned under Point 3;
 - Or by hand delivery to the following address:

**European Commission Representation in Ireland
For the attention of Ms Ruth Deasy
European Union House
18 Dawson Street,
Dublin 2
Ireland**

by 16.00 on 31 January 2012. In this case, proof of delivery will be a receipt dated and signed by the official to whom the documents were handed in the Representation. The Representation is open from 9.00 to 17.00 from Monday to Friday; it is closed on Saturdays, Sundays and official public Irish holidays.

3. Whichever method of delivery is chosen, tenders must be placed inside two sealed envelopes. Please mark the envelopes as follows:
 - On the outer envelope, the following complete address without any modification or addition:

European Commission Representation in Ireland
For the attention of Ms Ruth DEASY
European Union House
18 Dawson Street,
Dublin 2

- On the inner envelope, the following words without any modification or addition:

European Commission Representation in Ireland
For the attention of Ms Ruth DEASY

INVITATION TO TENDER PO/2011-33/DUB

NOT TO BE OPENED BY THE MAIL SERVICE NOR BY THE SECRETARIAT

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

The inner envelope should itself contain two sealed envelopes, one containing the technical offer and the other the financial bid. Each of these envelopes should be clearly marked as to what they contain ("Technical offer" and "Financial bid").

4. The tender specifications, listing all the documents that must be produced in order to tender, including supporting documentary evidence of economic, financial, technical and professional capacity and the draft contract are available for downloading from the following website: http://ec.europa.eu/ireland/tenders_and_grants/index_en.htm
5. Tenders (all three copies) must:
 - Be signed by the tenderer or his duly authorised representative
(At least the accompanying letter and each page of the financial bid);
 - Be perfectly legible in order to leave no doubts as to the terms and figures;
 - Be drawn up on the standard price table contained in the specifications.
6. Period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect: 9 months from the closing date for the receipt of tenders indicated under point 2 above.
7. Submission of a tender implies acceptance of the terms specified in this invitation to tender, in the tendering specifications and in the draft contract; if necessary the tenderer waives his own standard or specific terms and conditions. It binds the contractor to whom the contract is awarded for the duration of the contract.
8. Throughout the procedure, contacts between the contracting authority and tenderers may take place, only by way of exception, under the following conditions:
 - Before the closing date for the submission of tenders
 - a) At the initiative of the tenderers, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract.

Requests for additional information should be addressed (solely in writing) for the attention of Ms Ruth DEASY marked clearly "Invitation to tender No PO/2011-33/DUB"

- By letter sent to the address indicated under point 3 above;

- Or by E-mail to comm-ie-tenders@ec.europa.eu

No reply will be given to any request for additional information received less than eight working days before the closing date for the submission of tenders. Replies are sent not later than six calendar days before the closing date for submission of tenders.

b) At its own initiative, the Commission may inform interested parties of any error, lack of precision, omission or any other clerical error in the text of the tender documents.

Any additional information and information quoted above will be communicated on the internet page where the tender documentation is published:

http://ec.europa.eu/ireland/tenders_and_grants/index_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, although such contact may not lead to any alteration of the terms of the tender.

9. The opening of tenders will take place on 7 February 2012 at 11 am at the following address:

**European Commission Representation in Ireland
European Union House
18 Dawson Street,
Dublin 2**

Representatives of tenderers may be present at the opening of tenders. If you wish one of your representatives to attend, please send a request in writing for the attention of Ms Ruth DEASY clearly indicating "Invitation to tender No PO/2011-33/DUB"

- By letter sent to the address indicated under point 3 above;

- Or by E-mail to comm-ie-tenders@ec.europa.eu.

The credentials of the representatives of the tenderers who will be present at the opening of tenders will be checked by the opening committee. An attendance list will be open for signature.

10. 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.

Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.

11. Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.

12. Tenderers will be informed of the outcome of their tenders.

13. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
14. The follow up of your response to the invitation to tender will require the recording and further processing of personal data (name, address, CV, for example). This data will be processed in accordance with the requirements of Regulation (CE) 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free-movement of such data. Except if mentioned otherwise, replies to questions and personal data requested are necessary for the purpose of assessing your tender according to the specifications of the invitation to tender and will only be processed the Head of the Representation of the European Commission in Ireland for this purpose. You may, upon request, obtain the communication of your personal data and rectify any inaccurate or incomplete personal data. Should you have any queries concerning the processing of your personal data, please address them to the Head of the Representation of the European Commission in Ireland. As regards the processing of your personal data, you have a right to recourse at any time to the European Data Protection Supervisor.
15. 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 Regulation¹ 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.



Barbara NOLAN
Head of Representation

Annexes:

1. Tender specifications
2. Draft service contract
3. Price table
4. Declaration of honour relating to exclusion criteria
5. Table relating to selection criteria
6. Financial Capacity tables
7. Joint Ireland/EU/IMF Memorandum of Understanding
8. Joint Ireland/European Commission Representation in Ireland/European Parliament Memorandum of Understanding
9. Legal entity and Financial Identification documents

¹ Council Regulation (EC, Euratom) N° 1605/2002 of 25 June 2002 (OJEU L 248 of 16.09.2002), as amended by Council Regulation (EC, Euratom) N° 1995/2006 of 13.12.2006 (OJEU L 390 of 30.12.2006).