



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG

Employment and Social Legislation, Social Dialogue
Free Movement of Workers Coordination of Social Security Schemes

Brussels,
EMPL-B.4/

Subject: Invitation to tender no. VT/2013/001

Dear Sir/Madam,

In response to your request, the European Commission is pleased to send you the file relating to the open invitation to tender no. VT/2013/001.

If you wish to participate in this invitation to tender, you are asked to submit your bid by 15/04/2013 at the latest. You may do this:

- a) either by registered letter (including private courier services), to be posted no later than 15/04/2013 (date as postmarked) to the following **postal address**:

European Commission
Employment, Social Affairs and Inclusion DG – unit B.4
1049 Brussels
Belgium

- b) or by hand (directly or through an authorised representative), by 16:00 h on 15/04/2013 at the latest to the following address:

European Commission
Employment, Social Affairs and Inclusion DG – Unit B.4
Avenue du Bourget, 1
1140 Brussels (Evere)
Belgium

In the latter case, lodging of the bid will be acknowledged by means of a receipt dated and signed by the official of the above-mentioned department to whom the documents are handed over. The department will keep a copy of the receipt.

1. Presentation of bids

Bids must be presented in triplicate (1 original and 2 copies) and placed inside two sealed envelopes. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape seal.

Please address the **outer envelope** to the Commission department specified above and mark it as follows:

"INVITATION TO TENDER NO. VT/2013/001
NOT TO BE OPENED IN THE POST ROOM
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 30/04/2013

The **inner envelope** shall be marked as follows:

"INVITATION TO TENDER NO. VT/2013/001
NOT TO BE OPENED IN THE POST ROOM
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 30/04/2013
(NAME OF TENDERER)"

2. Specifications

The Specifications relating to this invitation to tender are appended (see Annex 1 – Specifications)

3. Underlying provisions

The submission of a bid implies acceptance of the provisions contained in:

- a) This letter of invitation to tender
- b) The Specifications (Annex 1)
- c) The General Terms and Conditions applicable to service contracts awarded by the European Commission. This document is included in the attached model contract (Annex 2)

4. Requirements

All bids must be:

- Signed by the tenderer or his duly authorised representative;
- Clearly legible to eliminate any possible doubt as to wording or figures.

5. Period of validity

Bids must be valid over the following periods:

- 6 months from 15/04/2013
- Opening of tenders: not before 30/04/2013

6. Evaluation results

Tenderers will be informed of the outcome of the assessment of their bid.

7. Non-submission

Candidates not intending to submit a bid are asked to notify us before the deadline, at the address given on the first page of this invitation

8. Prices

Bids may not under any circumstances exceed: EUR 100.000,00

9. Contacts during the procedure

Any contact between the contracting authority and the tenderer during the procedure is forbidden, except under the following conditions:

- a) before the closing date for the submission of tenders, in respect of the tender specifications and additional documents and information, 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;
 - 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;
- b) 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.

10. Legal notice

This invitation to tender is in no way binding upon the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer. The contracting authority may, before the contract is signed, either abandon the procurement or cancel the award procedure without giving rise to any compensation entitlement on the part of the bidders. Where appropriate, such decision must be substantiated and be brought to the attention of the bidders.

11. Data protection

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 DG EMPL, unit B.4. Details concerning the processing of your personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

12. Early Warning System

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/expained/management/protecting/protect_en.cfm#BDCE)

13. Further information

Further information can be obtained in writing only from EMPL-VT-2013-001@ec.europa.eu by mentioning the reference of this tender: VT/2013/001.

Yours sincerely,

Jackie Morin
Authorising Officer

- Enclosures:
- Annex 1: Specifications VT/2013/001 and Annex I (art. 106 and 107)
 - Annex 2: Model contract (including annexes which form an integral part of the contract). Tenderers shall pay particular attention to the "General Terms and Conditions applicable to service contracts awarded by the European Commission in Annex III (Remuneration and reimbursable costs – Breakdown of prices) and Annex IV (CVs and classification of experts).
 - Annex 3: Financial identification form
 - Annex 4: Legal entity form
 - Annex 5: Declaration on honour (if applicable)