



EUROPEAN COMMISSION
DIRECTORATE-GENERAL COMMUNICATION

Directorate Representations
Representation in Cyprus

Nicosia,
ARES

Dear Sir or Madam,

Subject: Invitation to tender No. PN/2016-12/NIC concerning a negotiated procedure for the "Organisation and Management of a European Networks Fair" for the European Commission Representation in Cyprus

1. The European Commission is planning to award the contract referred to above. The procurement documents consist in this invitation letter and the tender specifications with their annexes, including the draft contract.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.
3. You must submit your tender on paper, in one original and two copies, one of which unbound.

The tenders must be placed inside two closed envelopes addressed as indicated below.

The inner envelope should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".

The inner envelope must contain two closed envelopes, one containing the administrative elements and the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

The time limit for receipt of the tender is **Wednesday, 17 August 2016**. You must use one of the following means of submission listed below. Receipt is understood as the time at which the tenderer hands over the tender to the post office or courier service or Representation.

Building 30 Byron Avenue, CY-1096 Nicosia
City Nicosia
Telephone +357 22 817770

Means of submission	Time limit	Evidence	Address for delivery
Post	24:00 CY time	Postmark	CALL FOR TENDERS PN/2016-12/NIC European Commission Directorate-General Communication Representation in Cyprus 30 Byron Avenue, CY-1096 Nicosia For the attention of Ms Thea Pieridou
Courier	24:00 CY time	Deposit slip of courier service	
In person (hand delivery)	16:00 CY time	Proof of receipt, signed and dated by the official of the Representation who takes delivery	

Mail can be received from 09.00 to 16.00 Monday to Fridays. The service is closed on Saturdays, Sundays, national and official holidays of the contracting authority.

4. Tenders must be:
 - perfectly legible so that there can be no doubt as to words and figures;
 - drawn up using the model reply forms in the tender specifications.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 3 months from the date indicated in point 3.
6. 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 contract is awarded for the duration of the contract.
7. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
8. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the date of receipt indicated in point 3:

Upon request, the contracting authority may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only to

COMM-REP-CY-TENDERS-OPER@ec.europa.eu.

The contracting authority is not bound to reply to requests for additional information received less than three working days before the date of receipt of tenders indicated in Point 3.

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the procurement documents.

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 contracting authority will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

9. This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.
10. Up to the point of signature, the contracting authority may cancel the procurement procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.
11. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
12. You will be informed of the outcome of this procurement procedure (award decision) 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 this e-mail address regularly.
13. 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 Head of Representation. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
14. 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 Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE.



Georgios Markopouliotis
Head of Representation

- Annexes:**
- I Tender specifications
 - II Draft contract for services
 - III Declaration of honour relating to exclusion and selection criteria
 - IV Financial Offer
 - V Budgetary breakdown
 - VI Check-list of documents to be provided

¹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.

