



EUROPEAN COMMISSION
DIRECTORATE GENERAL
ECONOMIC AND FINANCIAL AFFAIRS
Economic studies and research
Economic databases and statistical coordination

Brussels,
Registered letter
ECFIN/A/2 D(2005)

Dear Sir/Madam,

Invitation to Tender ECFIN/A2/2005/001 for Ratings and Research Services

Advertising measures: OJ S 176/2005 dated 13/09/2005

1. I enclose the invitation to tender for the above contract.
2. If you are interested in participating in this contract, you are requested to submit an original and four copies of the tender, in one of the official languages of the European Union.

3. Tenders must be:

- either sent by registered post or private courier not later than 03/11/2005 (postmark) to the following address:

European Commission
Directorate-General for Economic and Financial Affairs
For the attention of: Head of Unit R-2 – Tender ECFIN/A2/2005/001
Office BU1 3/016
B-1049 Brussels
Belgium

- or delivered by hand (by the tenderer in person or by an authorised representative) to the following address:

European Commission
Directorate-General for Economic and Financial Affairs
For the attention of: Head of Unit R-2 – Tender ECFIN/A2/2005/001
Office BU1 3/016
1, rue de Genève
B-1140 Brussels (Evere)
Belgium

not later than 16.00 hours on 03/11/2005. 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 hours Monday to Thursday, and from 8.00 to 16.00 hours on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

4. Tenders must be submitted in two sealed envelopes. The inner envelope, addressed to the department indicated in the invitation to tender, should be marked as follows: "Invitation to tender ECFIN/A2/2005/001 – 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 this tape.
5. The specification, 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;
 - drawn up using the model reply forms in the specification.
7. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: Until 02/05/2006.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and, where appropriate, waiver of the bidder's own general or specific terms and conditions. It is binding on the tenderer to whom a contract is awarded for the duration of the contract.
9. Contacts between the contracting department 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 department 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:
Mr Frank Schönborn,
Head of Unit, Economic Databases and Statistical Coordination,
Directorate General Economic and Financial Affairs
B-1049 Brussels
e-mail: ecfin-databases@cec.eu.int
fax: +32 (0) 2 295.74.99

Requests for additional information received after 24/10/2005 will not be processed for practical reasons.

- * 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 sent simultaneously to all tenderers who have requested the specification.

- After the opening of tenders

* If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting department may contact the tenderer provided the terms of the tender are not modified as a result.

10. This invitation to tender is in no way binding upon the Commission. The Commission's contractual obligation commences only upon signature of a contract with a successful tenderer.

Up to the point of signature, the contracting department may either withdraw from the contract or cancel the procurement procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

11. You will be informed whether or not your tender has been accepted.

F. SCHÖNBORN