



EUROPEAN COMMISSION
DIRECTORATE GENERAL
ECONOMIC AND FINANCIAL AFFAIRS
Resources
External communication

Brussels, 04.01.06 000011
ECFIN/R4/SP D(2005)

Subject:

Framework Service Contracts for the organisation of events and exhibitions

- **Lot 1: organisation and management of various events (eg. conferences, seminars, workshops)**
- **Lot 2: organisation and management of exhibitions and the development of information stands and all associated services**

Prior information notice no. 2005/S 141-139749 from 23 July 2005

Contract notice no. OJ 2006/S 1-000101 from 4 January 2006

Dear Sir/Madam,

1. I enclose the call for tenders relating to the above-mentioned contract.
2. If you are interested in this contract, you should submit a **tender in triplicate** (one original and two copies) in one of the official languages of the European Union.
3. Where **submission is by letter**, tenderers may choose to submit tenders:
 - a) **either by post or by courier not later than 17/02/2006**, in which case the call for the tenders shall specify that the evidence shall be constituted by the date of despatch, the postmark or the date of the deposit slip, to the following address:

European Commission
Directorate-General for Economy and Finance, Unit R2, BU-1, 3/13
Attn: Mr. Jean-Pierre RAES
B – 1049 Brussels

b) or **delivered by hand to the following address:**

European Commission
Directorate-General for Economy and Finance, Unit R2, BU-1, 3/13
Attn: Mr. Jean-Pierre RAES
Rue de Genève, 1
B-1140 Brussels (Evere)
Belgium

not later than 16.00 on 17/02/2006. 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 on Commission holidays.

4. Tenders must be placed **inside two sealed envelopes**.

The **inner envelope**, addressed to the department indicated in the invitation to tender, should be **marked as follows: "Invitation to tender - 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.

The **inner envelope** must also **contain two sealed envelopes**, one containing the **technical specifications** and the other the **financial bid**. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

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 tenderers may not modify the terms of their tenders in any respect: 9 (nine) months from 17/02/2006 (final date for submission of tenders)
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
9. Contacts concerning this tender between the contracting authority 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 authority may provide additional information solely for the purpose of clarifying the nature of the contract. The answers to the requests for additional information can be found at the following Internet address:

http://europa.eu.int/comm/economy_finance/tenders/2006/call2006_1en.htm

Any requests for additional information must be made in writing only to:

European Commission

Economy and Finance Directorate-General (ECFIN)
Invitation to tender No: 2005/ECFIN/R4/01, Unit R.4
Administrative address (BU1, 4/168)
B-1049 Brussels - BELGIUM
Fax: (+32-2)-2980998 - **e-mail: ECFIN-R4-tender@cec.eu.int**

Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.

- * 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 made available via the following Internet address:

http://europa.eu.int/comm/economy_finance/tenders/2006/call2006_1en.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 provided the terms of the tender are not modified as a result.

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 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.
12. 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 by Directorate General Economic and Financial Affairs (ECFIN) solely for that purpose. 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 Directorate General Economic and Financial Affairs (ECFIN). 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.

Date and signature,

Stefan Pflüger

(signed)