



**EUROPEAN COMMISSION**  
DIRECTORATE GENERAL  
ECONOMIC AND FINANCIAL AFFAIRS  
International Economic and Financial Affairs

Brussels,  
ECFIN/D - D/2007

Dear Sir/Madam,

**Subject: - Call for tenders ECFIN/D4/2007/013 - Selection of consultants to conduct operational assessments in relation to macroeconomic aid for third countries**  
**- OJ 2007/S 198-239671**

1. I enclose the call for tenders relating to the above-mentioned contract.
2. If you are interested in participating, you should submit a tender in triplicate in one of the official languages of the European Union.
3. Where submission is by letter, tenderers may choose:
  - (a) to send it by post, or by courier service, the letter to be posted no later than **23/11/2007**, as evidenced by the postmark, the date of dispatch or the date of the deposit slip, to the following address:

European Commission  
Directorate-General for Economic and Financial Affairs  
Call for tenders No ECFIN/D/2007/013  
Unit ECFIN R2  
BU-1 Office 3/013  
B-1049 Brussels

- (b) or to deliver it by hand to the following address:

European Commission  
Directorate-General for Economic and Financial Affairs  
Call for tenders No ECFIN/D/2007/013  
Unit ECFIN R2  
Avenue du Bourget 1  
B-1140 Brussels (Evere)

no later than **23/11/2007** at 16.00. 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. This department is open from 8.00 to 17.00 Mondays to Thursdays, and from 8.00 to 16.00 on Fridays; it is closed on Saturdays, Sundays and Commission holidays.

4. Tenders must be placed inside two sealed envelopes. Both envelopes should be sealed; the inner envelope, addressed to the department indicated in the invitation to tender, should also be marked "Appel d'offres ECFIN/D4/2007/013 - à ne pas ouvrir par le service du courrier" (=Invitation to tender ECFIN/D4/2007/013 - 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 and the draft contract are attached to this invitation to tender. The tendering specifications list all the documents which have to be drawn up in order to submit a tender, including documentary evidence of economic, financial, technical and professional capacity.
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.
7. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: 6 months from the date of submission.
8. Submission of a tender implies acceptance of 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 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.

Any requests for additional information must be made (in writing only) to ...

European Commission  
Directorate-General for Economic and Financial Affairs  
Call for tenders No ECFIN/D/2007/013  
**Mr Toulet Morlanne**  
**BU-1 0/86**  
**Mr Bouteiller**  
**BU-1 0/19**  
B-1049 Brussels  
Belgium

**Fax: +32-(02)-295 76 19**

**E-mail : [Paul.Toulet-morlanne@ec.europa.eu](mailto:Paul.Toulet-morlanne@ec.europa.eu)  
[Didier.Bouteiller@ec.europa.eu](mailto:Didier.Bouteiller@ec.europa.eu)**

No reply will be made to any request for additional information received fewer than five working days before the final date for the receipt of tenders.

- \* The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the invitation to tender.
- \* Any additional information including that referred to above will be sent simultaneously to all (tenderers who have requested the specifications) (candidates invited to tender).
- After the opening of tenders
  - \* If clarification is requested 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. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.

13. 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 under 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, replies to questions and any personal data requested are necessary for your tender to be assessed in accordance with the specification of the call for tenders, and will be processed to this end solely by the Directorate-General for Economic and Financial Affairs. 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 the Directorate-General for Economic and Financial Affairs. 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.

14. You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to the internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

The data on economic operators in one of the situations described in Articles 93, 94, 96(1)(b) or 96(2)a) of the Financial Regulation<sup>1</sup> may be entered into a central database and sent to the persons specified by the Commission, to the other institutions, agencies, authorities and bodies referred to in Article 95(1) and (2) of that Regulation. This also applies to the persons with powers of representation, decision-making or control over the economic operators mentioned. Any party entered into the database has the right to be informed of the data concerning him, upon request to the Accounting Officer of the Commission.

Antonio de Lecea

---

<sup>1</sup> Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (OJ L 248 of 16.9.2002), as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13.12.2006 (OJ L 390, 30.12.2006).