



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR
ECONOMIC AND FINANCIAL AFFAIRS
Resources
External Communication

Brussels, 23.08.2008

SP D(2008)

Subject:

- **Invitation to tender No ECFIN/R4/2008/018 for the organisation of exhibitions and stands**
- **Contract notice published in OJ No 2008/S-163-219618 of 23/8/2008**

Dear Sir/Madam,

1. I enclose the call for tenders relating to the abovementioned contract.
2. If you are interested in this contract, you should submit a tender in triplicate in one of the official languages of the European Union.
3. Where tenders are to be submitted by letter, tenderers may choose:
 - (a) either to **post their tender or to send it by courier no later than 03/10/2008**, as evidenced by the postmark or the date of the deposit slip, to the following address:

European Commission
Directorate-General for Economic and Financial Affairs,
Unit R2, Office BU-24 4/11
For the attention of Mr Johan Verhaeven
B-1049 Brussels

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

European Commission
Directorate-General for Economic and Financial Affairs,
Unit R2, Office BU-24 4/11
For the attention of Mr Johan Verhaeven
Avenue du Bourget 1
B-1140 Brussels (Evere)
Belgium

no later than 16:00 on 03/10/2008. In the case of hand delivery, 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 from Monday to Thursday, and

from 08:00 to 16:00 on Fridays. It is closed on Saturdays, Sundays and 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 ECFIN/R4/2008/018 - 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 specifications and the draft contract are attached to this invitation to tender. The specifications provide details of all the documents that must be produced in order to submit a tender, including supporting evidence of economic, financial, technical and professional capacity.
6. Tenders must be:
 - signed by the tenderer or a duly authorised representative;
 - perfectly legible, so that there can be no doubt as to words and figures;
 - drawn up using the model reply forms provided in the specifications.
7. Period of validity of the tender, during which the tenderer may not modify the terms of the tender in any respect: 9 months from 12/8/2008.
8. Submission of a tender implies acceptance of the terms and conditions set out in this invitation to tender, in the specifications and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Tenderers to whom a contract is awarded will be bound, during performance of that contract, by the tender submitted.
9. Throughout the procedure, contact between the contracting authority and the tenderers may take place only in exceptional circumstances and only under the following conditions:

- 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 relevance of the question will be assessed by the contracting authority. All replies to requests for information will be published at the following Internet address:

http://ec.europa.eu/economy_finance/procurements_grants/procurements7866_en.htm

All requests for additional information must be made in writing to:

European Commission
Directorate-General for Economic and Financial affairs, Unit R4,
BU-24 3/030
B-1049 Brussels
Fax: (+32-2) 2980998
e-mail: ECFIN-R4-2008-3@ec.europa.eu

No reply will be given to any request for additional information received less than five working days before the closing date for the submission 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 call for tenders.
- * Where appropriate, the above information and any additional information will be made available at the following Internet address:

http://ec.europa.eu/economy_finance/procurements_grants/procurements7866_en.htm

- After the tenders have been opened

- * If a tender requires clarification, or if there is a need to correct obvious clerical errors in the drafting of a tender, the contracting authority may take the initiative and contact the tenderer concerned. Such contact may not lead to the conditions of the tender being altered in any way.

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.

The contracting authority may, before the contract is signed, 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. Tenderers will be informed whether or not their tenders have been accepted.
12. If your tender 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 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 otherwise indicated, replies to questions and any personal data requested are needed in order to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for these purposes 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 to the European Data Protection Supervisor at any time 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 Service, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data relating to economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation¹ may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This also applies to persons with powers of representation, decision-making or control over said economic operators. Any party entered into the database has the right to be informed of the data concerning him/her, upon request to the Accounting Officer of the Commission.

(Signed and dated)
Stefan Pflueger

¹ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (OJ L 248, 16.9.2002), as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 (OJ L 390, 30.12.2006).