



EUROPEAN COMMISSION
DIRECTORATE GENERAL ECONOMIC
AND FINANCIAL AFFAIRS
Ecfm-R Resources Management of IT
Resources

Luxembourg, date as per email

INVITATION TO TENDER N° AO/ECFIN/R5/2009/01

Subject: Negotiated procedure without prior publication of a contract notice;
**MAINTENANCE OF SWIFT ALLIANCE ENTRY AND ASSOCIATED
TOOLS FOR DG ECFIN**

Dear Sir/Madam,

The European Commission, represented by the *Management of IT Resources* Unit of Directorate General Economic and Financial Affairs plans to conclude a maintenance contract for SWIFT configuration as described in the specifications in Parts 1 and 2.

For your guidance, the budget allocation for the four-year period must not surpass EUR 60,000 (sixty thousand EURO).

If you are interested in this contract, you should submit a tender, in triplicate, in one of the official languages of the European Union but preferably in English, French or German.

1. Tenders must be submitted in one of the following ways:

- a. either by registered mail posted at **the latest on 13.05.2009** (as evidenced by the postmark) to the following address:

**European Commission
DG ECFIN**

**Invitation to tender n° AO/ECFIN/R5/2009/01 (Reference: MAINTENANCE OF SWIFT
ALLIANCE ENTRY AND ASSOCIATED TOOLS FOR DG ECFIN)**

**For the attention of: Arty KYRAMARIOS
(ECFIN-R2) DRB B2/ 060**

**Jean Monnet Building – Plateau du Kirchberg
L-2920 Luxembourg G.D. LUXEMBOURG**

- b. or delivered by hand, i.e. by delivery in person' or by an authorised representative (including private courier services) not later than 4 p.m. on 13.05. 2009 (in person or by an authorised representative or courier service) to:

*European Commission Directorate-General ECFIN Invitation to tender n°
AO/ECFIN/R5/2009/01 (Reference: MAINTENANCE OF SWIFT ALLIANCE ENTRY
AND ASSOCIATED TOOLS FOR DG ECFIN)
For the attention of Mr. Arty KYRAMARIOS
Unit R2 DRB 2/060
Jean Monnet
Building*

*SERVICE CENTRAL DE RECEPTION DU COURRIER
Rue Albert Wehrer
L-2920 Luxembourg
G.D. LUXEMBOURG*

Please note, that for security reasons, hand deliveries (including private courier services) shall no longer be accepted in other Commission 's buildings.

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 Commission holidays.

2. 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 administrative and technical proposals and the other the financial proposal. Each of these envelopes must clearly indicate the content ("Administrative and Technical" and "Financial").

3. 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.
4. Tenders must be:
 - o Signed by the tenderer or his duly authorised representative;
 - o Perfectly legible so that there can be no doubt as to words and figures.
5. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: 4 months from the deadline stated for receipt of tenders (13.05.2009).
6. 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.

7. Contacts between the contracting department and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

o 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:

European Commission

DG ECFIN

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L-2920 Luxembourg

G.D. LUXEMBOURG

For practical reasons, 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 sent simultaneously to all the candidates invited to tender.

o 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.

8. 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 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.

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

10. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
11. 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 solely for that purpose by the European Commission. 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 address mentioned above. 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.
12. You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of 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 refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the Commission.

Yours faithfully,



Date and signature

¹ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (OJ L 248 of 16.09.2002), as amended .