



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR ENERGY

Directorate C - Renewables, Research and Innovation, Energy Efficiency  
The Director

Brussels, 18/04/2012  
ener.c.3(2012)380126

## INVITATION TO TENDER No. ENER/C3/2012-442

(Negotiated procedure)

Dear Sir/Madam,

1. The European Commission invites tenders for a service contract regarding the following project:  
*Support for the implementation of the cost optimal methodology*
2. If you are interested in this contract, you must submit a tender **in duplicate**, in one of the official languages of the European Union not later than 21/05/2012 to the following address:

European Commission  
Directorate-General for Energy  
For the attention of Robert Nuij  
DM 24 04/16  
B-1049 Brussels  
Belgium

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 n° ENER/C3/2012-442 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.". A copy of the offer on a CD-ROM has also to be submitted.

3. All tender documents shall be perfectly legible so that there can be no doubt as to words and figures.
4. Validity period of the tender: six months as from the final date for submission of tenders mentioned under point 2 above.
5. The original signature of the tenderer on the administrative identification form (Annex 1) shall be considered as the signature of the tender. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification, in the draft contract and, where applicable, waiver of the tenderer's own general or specific terms and conditions. The terms and conditions are binding on the tenderer to whom the contract is awarded during the performance of the contract.

6. Requests for additional information must be sent to the following address:

Mr Robert Nuij  
European Commission  
Unit C3  
DM 24 04/16.  
B-1049 Brussels  
[ENER-TENDER-2012-442@ec.europa.eu](mailto:ENER-TENDER-2012-442@ec.europa.eu)

7. This invitation to tender is in no way binding on the Commission. A commitment will come about only when a contract with the successful tenderer has been signed.

Until a contract is signed, the awarding authority may decide not to award a contract or to cancel the tendering procedure, without the candidates or tenderers being entitled to claim any compensation. Where appropriate, the decision will be substantiated and brought to the attention of the tenderers.

8. Tenderers will be informed of whether their tenders have been accepted or rejected.

9. If processing your reply to the invitation to tender involves 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 Director of the Shared Resource Directorate MOVE/ENER, acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at:  
[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

10. Your personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on [ec.europa.eu/budget/info\\_contract/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/info_contract/legal_entities_en.htm));  
or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [ec.europa.eu/budget/library/explained/management/protecting/privacy\\_statement\\_ced\\_en.pdf](http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_ced_en.pdf))

Yours faithfully,



Marie Donnelly  
Director