



EUROPEAN COMMISSION
DIRECTORATE-GENERAL HOME AFFAIRS

Directorate D: Strategy and Delivery Steering

11 FEB. 2013

Brussels,
ARES (2013) 133837

FOR THE ATTENTION OF PROSPECTIVE TENDERERS

Subject: Open procedure – Invitation to tender HOME-2013-D1-01

Framework contract – Helping to develop policies and design and implement information and communication campaigns and organise events relating mainly but not exclusively to the area of EU home affairs.

Dear Sir/Madam,

1. The European Commission is launching an invitation to tender for services comprising two lots:

1. Communication tools;

2. Events;

particularly, but not exclusively, in the field of Community policies in general and home affairs in particular.

A contract notice relating to this invitation to tender was published in OJ No 2013/S 029-044149 of 11 February 2013.

2. If you are interested in this contract, you should submit a tender to the Commission. Tenders must be dated and signed by the tenderer or his duly authorised representative and must be:

a) sent either by registered post or by courier no later than **8/4/2013**, in which case the evidence of the date of dispatch will be constituted by the postmark or the date of the deposit slip, to the following address:

European Commission

Directorate-General for Home Affairs

Unit D1: Strategic Policy, Interinstitutional relations and Agencies

Mr Marc Richir

LX 46 06/50

B-1049 Brussels

Belgium

b) or delivered in person or through an intermediary to the following address no later than **8/4/2013 before 16:00 (Brussels time)**:

European Commission

Directorate-General for Home Affairs

Unit D1: Strategic Policy, Interinstitutional relations and Agencies

Mr Marc Richir

Avenue du Bourget, 1

B-1140 Brussels

Belgium

A receipt must be obtained as proof of submission, signed and dated by the official in the central mail department who took delivery. The tenderer must ask for this receipt when the tender is delivered.

The Commission's central mail department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Fridays (Commission working days only).

3. The tender must be submitted in triplicate (one original and two copies). An electronic copy of the tender must also be provided on a CD (.pdf).

Tenders must be placed inside two sealed envelopes. The outer envelope should be addressed to the department indicated above at point 2a); the inner envelope, addressed to the same department, should also be marked:

"Invitation to tender HOME-2013-D1-01 – Lot no ...

Tender submitted by (name of the tenderer)

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 the tape.

4. The tenders will be opened on **12/4/2013** at **11AM** in the offices of the Directorate-General for Home Affairs at 46 rue du Luxembourg, B-1040 Brussels.

Any tenderer who wishes to attend the opening must register at least two days in advance by sending an e-mail to HOME-D1-FWC@ec.europa.eu.

The Chairman of the opening board will announce the names of the tenderers and the decision on the admissibility of each bid received. The prices quoted in the tenders received will not be disclosed.

5. The specification, listing all the documents that must be produced in order to tender, including documentary evidence of economic, financial, technical and professional capacity and the draft framework contract are attached.
6. Tenders must be signed by the tenderer or his duly authorised representative and must be perfectly legible so that there can be no doubt as to words and figures.
7. Tenders must be kept open for nine months from the final date for receipt of tenders.
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 framework 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 sent by e-mail not later than six working days before the closing date for submission of tenders to the following address: HOME-D1-FWC@ec.europa.eu.
- 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.
- Any additional information, including that referred to above, will be supplied strictly according to the principle of equal treatment. The questions and the replies to them will be published on the website of DG Home Affairs.

After the opening of tenders

If clarification is required or if obvious clerical errors in the tender need to be corrected, the Commission may contact the tenderer, provided that the terms of the tender are not modified as a result.

- This invitation to tender is in no way binding on the Commission. The latter's contractual obligation commences only upon signature of the framework contract with the successful tenderer.

Up to the point of signature, the European Commission may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.

The signature of a framework contract does not confer any exclusive right to provide this type of services to the Commission, as specified in the model framework contract. Nor does the signature of the framework contract mean that the volume of services actually commissioned will be equal to the upper limit of the framework contract that was awarded.

11. You will be informed whether or not your tender has been accepted.
12. You are informed that, for the purposes of safeguarding the financial interests 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).

Yours sincerely,



Marta Cygan

Annexe: Specification