



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE

Resources Directorate
Finance and Procurement Unit

Subject: Invitation to tender

Framework service contract for ground-based observations collection(GBOC) for Copernicus global land products validation

CFTW Code: JRC/IPR/2015/H.5/0027/OC

Dear Sir/Madam,

1. The European Commission is planning to award the public framework contract referred to above. Please find enclosed the related tender specification listing all the documents that must be produced in order to submit a tender, and the draft framework contract.

The tender documentation consists of this letter, the administrative annex, the technical specifications with its annexes and the draft framework contract.

The present call for tender is regulated by the Regulation (EU, Euratom) [N. 966/2012](#) of the European Parliament and of the Council of 25/10/2012 on the financial rules applicable to the general budget of the Union and by the Commission Delegated Regulation (EU) [N. 1268/2012](#) of 29/10/2012 on the rules of application of Regulation (EU, Euratom) N. 966/2012.

2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.
3. You must submit your tender on paper, in one original and one copy in electronic format (CD/DVD/USB stick). In case of discrepancy between the paper and the electronic copy, the paper copy will prevail.

You must submit the tender to the following address:

CALL FOR TENDERS

Framework service contract for ground-based observations collection (GBOC) for Copernicus global land products validation

Ref.: JRC/IPR/2015/H.5/0027/OC

European Commission
Joint Research Centre
Resources Directorate
Finance and Procurement Unit B5– TP 581
Via Enrico Fermi, 2749
I-21027 Ispra (VA)
To the attention of Mrs. Cristina Santi

- a) either by post or by courier **not later than the date specified in Heading IV.3.4 of the Contract Notice**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated above.
- b) or delivered in person **not later than 16:00 on the date specified in Heading IV.3.4 of the Contract Notice** to the address indicated above. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's mail department who took delivery. The department is open Monday to Friday [from 09.00 to 12.00 and from 14.00 to 16.00]. It is closed on Saturdays, Sundays and Commission holidays.

In case of submission by registered letter or courier, tenderers are invited to communicate the details of dispatch of the tender by e-mail to JRC-IES-PROCUREMENT@ec.europa.eu using the Procedure Reference number in the subject of the e-mail and to the attention of the agent mentioned above.

Tenders must be placed inside two closed envelopes.

The **inner envelope**, addressed as indicated above, should be marked as follows:

CALL FOR TENDER

Ref.: JRC/IPR/2015/H.5/0027/OC

NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT

The inner envelope must contain:

- a.) a cover letter signed by the tenderer;
- b) all the administrative information and documents related to the Exclusion and Selection criteria mentioned at points III.2.1, III.2.2 and III.2.3 of the Contract notice and;
- c) two envelopes, one containing the technical tender (point 3.3 of the Administrative Annex) and the other containing the financial tender (point 3.4 of the Administrative Annex), the draft framework contract (point 3.5 of the Administrative Annex) duly filled in and signed (with related annexes), the legal entity and financial identification forms (point 3.6 of the Administrative Annex) duly filled in and signed and the electronic copy of the tender.

Each of these envelopes must be closed and clearly indicate the content:

N JRC/IPR/2015/H.5/0027/OC - TECHNICAL OFFER
N JRC/IPR/2015/H.5/0027/OC - FINANCIAL OFFER

4. Tenders must be:
 - signed by a duly authorised representative of the tenderer;
 - perfectly legible so that there can be no doubt as to words and figures.
5. Submission of a tender implies acceptance of all the terms and conditions set out in the tender documentation and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
6. All costs incurred during the preparation and submission of tenders, are to be borne by the tenderers and will not be reimbursed.
7. Contacts between the contracting authority and tenderers are exceptionally allowed under the following conditions only:

Before the date indicated in point 3:

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 through the e-tendering web site at

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1100>

in the "questions and answers" tab, by clicking "create a question".

The Commission is not bound to reply to requests for additional information received **less than five working days before** the final date for submission of tenders.

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 posted on the e-Tendering web site indicated above. The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.

After the opening of tenders

If clarification is required 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.

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

9. 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.
10. Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.
11. You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.
12. 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 Institute for Environmenty and Sustainability (IES)**. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
13. Your personal data 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 2014/792 of 13.11.2014 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),
 - or;
 - the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)

Cristina Santi
Finance and procurement Unit
(signed)

ATTACHMENT

List of Tender documents to be downloaded at the e- Tendering Website

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1100>

1. Contract Notice;
2. Invitation to tender;
3. Administrative Annex;
4. Declaration on honour on exclusion criteria (model);
5. Draft Framework Service Contract (Special Conditions and General Conditions) and annexes thereto;
6. Forms:

Financial Identification :

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Legal Entity :

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm