



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL COMMUNICATION

COMM - Communication  
Helsinki - Representation in Finland

**Subject: First Step of Restricted Procedure**

**Security Guard and Reception/Switchboard services for the premises of the  
EU-House in Helsinki, Finland**

**COMM/HEL/2022/RP/0623**

Dear Madam/Sir,

The European Commission Representation in Finland, referred to below as *the contracting authority*, is planning to award the contract resulting from the above procurement procedure. The procurement documents consist of the contract notice, this invitation letter, the draft contract and tender specifications with their respective annexes. All documents are available at the following TED eTendering website<sup>1</sup>:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=11967>

This procurement procedure is organised in two steps. In the first step, economic operators interested in this contract are invited to submit a request to participate in one of the official languages of the European Union. In the second step, only selected candidates will be invited to submit a tender. Any tender received from a legal or natural person not invited to tender will be rejected.

**1. Submission of requests to participate.**

Requests to participate must be submitted exclusively via the electronic submission system (eSubmission) available from the above website<sup>2</sup> and accessible from the Funding and Tenders Opportunities portal (F&T portal<sup>3</sup>). Requests to participate submitted in any other way (e.g. e-mail or by letter) will be disregarded.

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<sup>1</sup> Subscription to the call for tenders at the above link allows interested economic operators to receive e-mail notifications when new information or documents are published. Subscription is free of charge and does not involve any commitment to submit a tender.

<sup>2</sup> For detailed instructions on how to submit a request to participate please consult the eSubmission Quick Guide available at: <https://wikis.ec.europa.eu/display/FTPportal/Two+step+procedures+Step+1+EN>. The supported browsers, file types, size of attachments and other system requirements can be consulted at: <https://wikis.ec.europa.eu/x/JJihAg>. In case of technical problems, please contact the eSubmission Helpdesk (see contact details in the eSubmission Quick Guide) as soon as possible.

<sup>3</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

In order to submit a request to participate using eSubmission, economic operators (each member of the group in the case of a joint submission) will need to register in the European Commission's [Participant Register](#) an online register of organisations participating in EU calls for tenders or proposals. On registering each organisation obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the above register. Instructions on how to create a PIC can be found on this [page](#).

Economic operators already registered in the Participant Register shall reuse their existing PICs when preparing requests to participate in eSubmission.

The time-limit for receipt of requests to participate is indicated under Section IV.2.2 of the contract notice where local time shall be understood as local time at the contracting authority's location (the location indicated under Section I.1 of the contract notice). The time-limit is published also on the above TED eTendering website which sends notifications to subscribed users when the call for tenders' data is modified.

A request to participate received after the time-limit for receipt of requests to participate will be rejected. The submission receipt provided by eSubmission with the official date and time of receipt of the submission (timestamp) constitutes proof of compliance with the time-limit for receipt of requests to participate<sup>4</sup>.

**Please note that it is not possible to submit a request to participate through eSubmission after the time-limit for receipt of requests to participate indicated in the contract notice and/or in the TED eTendering website. To ensure requests to participate are submitted on time, candidates are invited to get familiar with the system and the system requirements, in particular the accepted file formats<sup>5</sup>, well in advance.**

Candidates must ensure that their submitted requests to participate contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement documents.

After submitting a request to participate, but before the deadline for receipt of requests to participate, a candidate may definitively withdraw its request to participate<sup>6</sup>, or withdraw it and replace it with a new one<sup>7</sup>. A withdrawal receipt will be provided by eSubmission as proof of withdrawal.

No more than one request to participate can be considered per candidate. If the same candidate submits more than one request to participate, neither of which has been withdrawn as described above, only the latest submission will be considered. The candidate may not refer to earlier submissions to complement, clarify or correct its latest request to participate.

All costs incurred for the preparation and submission of requests to participate are to be borne by the candidates and will not be reimbursed.

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<sup>4</sup> If no submission receipt is received in reasonable time after submission, please contact the eSubmission Helpdesk (see contact details in the above referred eSubmission Quick Guide) as soon as possible.

<sup>5</sup> See note 2.

<sup>6</sup> A submitted request to participate can be withdrawn directly in the "Procurement/My Submission(s)" area in the F&T Portal. For detailed instructions on how to withdraw a request to participate please consult the above referred eSubmission Quick Guide.

<sup>7</sup> To submit a new version, the candidate must create a new submission in eSubmission and include all the information and documents required in the procurement documents with the submission of a request to participate, even if some of them have already been included in the replaced request to participate.

## **2. Legal effects of the invitation and submission of a request to participate.**

This invitation is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only when the contract with the successful tenderer is signed by both parties.

Up to the point of signature, the contracting authority may cancel the procurement procedure without candidates being entitled to claim any compensation. This decision must be substantiated and the candidates notified.

Submission of a request to participate implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the candidate's own general or specific terms and conditions.

## **3. Contacts during the procurement procedure.**

Contacts between the contracting authority and candidates are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

### **3.1 Submission of requests to participate phase (step 1 of the procurement procedure)**

Upon request, the contracting authority may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only through the above eTendering website in the "Questions & answers" tab, by clicking "Create a question" (registration on TED eTendering is required to be able to create and submit a question).

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the procurement documents.

Any additional information including that referred to above will be posted on the TED eTendering website indicated above. The website will be updated regularly and it is the economic operator's responsibility to check for updates and modifications during the submission period<sup>8</sup>.

### **3.2 Opening of requests to participate (step 1 of the procurement procedure)**

The opening of the received requests to participate is not public.

Once the contracting authority has opened the tenders, they become its property and shall be treated confidentially.

### **3.3 Evaluation of requests to participate (step 1 of the procurement procedure)**

Except in duly justified cases, candidates who have failed to submit evidence or to make statements as required in the procurement documents, shall be contacted by the contracting authority to provide the missing information or clarify supporting documents.

The contracting authority may correct obvious clerical errors in the request to participate after confirmation of the correction by the candidate.

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<sup>8</sup> See note 1.

Such information, clarification or confirmation shall not substantially change the request to participate.

#### 3.4 Selection phase (step 1 of the procurement procedure)

Candidates will be notified of the outcome of the first step (evaluation of requests to participate against the exclusion and selection criteria) by e-mail.

The notification will be sent to the e-mail address provided by the candidate (group leader in case of a joint submission) in the eSubmission application (section Contact Person) when the request to participate was submitted. After submission of the request to participate the e-mail address can be changed in the F&T portal as described in the eSubmission guide (see the section “Manage roles in Funding & Tenders portal”<sup>9</sup>).

The same e-mail address will be used by the contracting authority for all other communications in the selection phase.

It is the candidate's responsibility to provide a valid e-mail address and to check it regularly.

#### 3.5 Submission of tenders phase (step 2 of the procurement procedure)

See section 3.1 above.

Please note that only selected candidates may request additional information at this stage. Similarly, any documentation uploaded on the TED eTendering website at this step of the procedure will be available to all selected candidates and only to them.

The contracting authority is not bound to reply to requests for additional information received less than six working<sup>10</sup> days before the time-limit for receipt of tenders.

#### 3.6 Opening of tenders (step 2 of the procurement procedure)

The opening of the received tenders is not public.

Once the contracting authority has opened the tenders, they shall become its property and will be treated confidentially.

#### 3.7 Evaluation of tenders (step 2 of the procurement procedure)

Except in duly justified cases, tenderers who have failed to submit evidence or to make statements as required in the procurement documents, shall be contacted by the contracting authority to provide the missing information or clarify supporting documents.

The contracting authority may correct obvious clerical errors in the tender after confirmation of the correction by the tenderer.

Such information, clarification or confirmation shall not substantially change the tender.

#### 3.8 Award phase (step 2 of the procurement procedure)

Tenderers will be notified of the outcome of this procurement procedure by e-mail.

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<sup>9</sup> See note 2.

<sup>10</sup> Working days at the contracting authority's location indicated under Section I.1 of the contract notice.

The notification will be sent to the e-mail address provided by the tenderer (group leader in case of a joint submission) in the eSubmission application (section Contact Person) when the tender was submitted. After submission of the tender the e-mail address can be changed in the F&T portal as described in the eSubmission guide (see the section “Manage roles in Funding & Tenders portal”<sup>11</sup>).

The same e-mail address will be used by the contracting authority for all other communications in the award phase.

It is the tenderer's responsibility to provide a valid e-mail address and to check it regularly.

#### **4. Data protection.**

If processing a reply to the invitation involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725<sup>12</sup> of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, any personal data will be processed solely for evaluation purposes under the procurement procedure by the European Commission acting as data controller. Details concerning the processing of personal data are available in the privacy statement at:

[https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures_en)

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, you can contact the data controller at [comm-rep-fi-tender@ec.europa.eu](mailto:comm-rep-fi-tender@ec.europa.eu) by explicitly specifying your request.

The candidate's personal data may be registered in the Early Detection and Exclusion System (EDES) if the candidate is in one of the situations mentioned in Article 136 of the Financial Regulation<sup>13</sup>.

For more information, see the privacy statement:

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

Yours faithfully,

Maria Blässar  
Head of Representation  
(*e-signed*)

Annexes to the invitation to submit a request to participate:

- Annex I – Tender specifications and annexes

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<sup>11</sup> See note 2.

<sup>12</sup> OJ L 295, 21.11.2018, p. 39

<sup>13</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

- Annex II – Draft contract and annexes

