

The Hague, 17 December 2015

**EUROPOL**

Eisenhowerlaan 73  
2517 KK The Hague  
The Netherlands

Dear Sir/Madam,

**Subject: Invitation to tender for the provision of Fixed Telephony Services for Europol, Ref D/C1/1515**

1. Europol is planning to award the contract referred to above. The procurement documents consist of the relevant contract notice as published in TED, this invitation letter, the tender specifications with their annexes and the draft contract.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.

You must submit your tender on paper, in one signed original and two copies as well as on a CD-Rom or USB key, containing a scanned or secured full electronic copy of the tender, in a format compatible with MS Office.

The tender must be placed inside two closed envelopes addressed as indicated below. If self-adhesive envelopes are used they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".

The tender must be received no later than 04 Feb 2016 at 23:59 (CET). You must use one of the following means of submission:

Means of submission	Time limit	Evidence of dispatch	Address for delivery
Post	<b>04 Feb 2016 at 23:59 CET</b>	Postmark	<b>CALL FOR TENDERS Fixed Telephony Services for Europol, Ref D/C1/1515</b>  Europol Procurement Office EUROPOL Eisenhowerlaan 73

			2517 KK The Hague The Netherlands
Courier	<b>04 Feb 2016 at 23:59 CET</b>	Deposit slip of courier service	<b>CALL FOR TENDERS</b> <b>Fixed Telephony Services for</b> <b>Europol, Ref D/C1/1515</b>  Europol Procurement Office EUROPOL Eisenhowerlaan 73 2517 KK The Hague The Netherlands
In person (hand delivery)	Tenders submitted after normal business hours will only be accepted based on the availability of security staff.	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	

3. Tenders must be submitted accompanied by a cover letter signed by the tenderer or his duly authorised representative, containing:
  - i. a commitment to sign a valid legal contract with Europol, on the basis of the draft contract attached to the tender specifications;
  - ii. a confirmation, that the offer is binding and valid for 6 months from the date of opening the tenders;
  - iii. the name and contact details of a single point of contact for any communication associated with tender issues;
  - iv. the name and contact details of a single point of contact for any communication associated with any future contractual issues.
4. Tenders must be:
  - perfectly legible so that there can be no doubt as to words and figures;
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 6 months following the date of submission of tenders.
6. Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
7. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
8. Tenders should be submitted in three parts:
 

Part 1: cover letter, legal requirements documents, exclusion and selection criteria documents Part 2: technical offer Part 3: financial offer
9. Contacts between the contracting authority and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the date of receipt indicated in point 3:

No negotiations regarding the conditions will take place in this tender. All offers submitted are to be considered as final. 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 to through the eTendering website at <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1246> in the "questions and answers" tab, by clicking "create 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 eTendering website indicated above. The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.

Opening of tenders:

The opening of the tenders will take place at Europol's Headquarters in The Hague on 08 Feb 2016 at 10:00 (local time). Each tenderer may be represented at the opening of the tenders by two persons. The name of the person(s) attending must be notified in writing either by fax (070 318 0808) or by email ([procurement@europol.europa.eu](mailto:procurement@europol.europa.eu)) at least two working days prior to the opening session.

For security reasons, visitors are requested to identify themselves with a valid identity card or passport. Europol may refuse access to persons who have not registered or do not carry a valid ID.

After the opening of tenders:

If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, the contracting authority will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

10. This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.
11. Up to the point of signature, the contracting authority may 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.
12. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
13. You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address

together with your contact details in your tender and to check this e-mail address regularly.

14. 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. 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).
15. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation<sup>1</sup>. For more information, see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm) )
16. Tenderer's attention is drawn to the fact that English is Europol's working language, therefore during the execution of the contract, all correspondence between the contractor and Europol must be possible in the English language.
17. Tenderers are informed that for the purpose of safeguarding the financial interest of the Communities, their 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).
18. The court responsible for hearing appeal procedures is the General Court of the European Union. The European Ombudsman investigates complaints about maladministration in the institutions and bodies of the European Union.

Date: 17 Decmber 2015

  
Thibault de Maignas  
Europol Procurement

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<sup>1</sup> Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.