



European school of administration

Brussels,
EUSA/DW ARES (2016)

Subject: Invitation to Tender – EPSO/EUSA/PO/2015/030

Open call for tenders:

Multiple cascading framework contracts for thematic training services on the city and region of Brussels (Lot 1) and on the city and country of Luxembourg (Lot 2) for staff of the institutions, agencies and other bodies of the European Union

Dear Sir/Madam,

1. The European Commission represented by the European school of administration (EUSA) is planning to award the contract referred to above. The procurement documents consist in the contract notice, 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.
3. You must submit your tender in three copies: one paper copy clearly mentioning "Original", another paper copy mentioning "copy 1" and an electronic version of your tender on a USB key, mentioning "copy 2". The tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".

The inner envelope must also contain two closed envelopes, one containing the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

The tender must be submitted no later than **23/02/2016** at the address indicated below. You must use one of the following means of submission:

Means of submission	Time limit	Evidence of dispatch	Address for delivery
Post	24:00 CET	Postmark	CALL FOR TENDERS EPSO/EUSA/PO/2015/030 Lot 1: Thematic training services on the city and region of Brussels Or Lot 2: Thematic training services on the city and country of Luxembourg

			<p>European Commission Directorate-General Human resources and Security, Unit HR.R.3, Finance, Procurement and Internal Control</p> <p>For the attention of HR CONTRATS MARCHES</p> <p>Office SC 11 6/028 B – 1049 Brussels Belgium</p>
Courier	24:00 CET	Deposit slip of courier service	<p>CALL FOR TENDERS EPSO/EUSA/PO/2015/030 Lot 1: Thematic training services on the city and region of Brussels Or Lot 2: Thematic training services on the city and country of Luxembourg</p> <p>European Commission Directorate-General Human resources and Security, Unit HR.R.3, Finance, Procurement and Internal Control</p> <p>For the attention of HR CONTRATS MARCHES</p> <p>Office SC 11 6/028 Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium</p>
In person (hand delivery)	17:00 CET	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	

Mail can be received from 07.30 to 17.30 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

4. **Opening of tenders:**

A public opening session of tenders will be held **on 01/03/2016 at 10:00** at the premises of DG Human Resources and Security located in Rue de la Science 11, 1000 Brussels, Meeting room "SALLE VERTE".

Only a maximum of two authorised representatives of each tenderer may participate in the opening session. Tenderers who wish to attend the opening session have to notify,

for security and organisational reasons, the Directorate-General "Human resources and security" by sending an e-mail to hr-contrats-marches@ec.europa.eu.

The tenderer should specify the name of the person(s) who will attend the opening and their ID card number(s) no later than two working days before the opening session, failing which the Directorate-General "Human resources and security" reserves the right to refuse to admit the representative(s) to the opening session.

5. Tenders must be:
 - signed by a representative duly authorised by the tenderer;
 - perfectly legible so that there can be no doubt as to words and figures;
 - drawn up using the model reply forms in the tender specifications.
6. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is **9 months** from the date indicated in point 3.
7. 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.
8. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
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:

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 eTendering website at <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1249> in the "questions and answers" tab, by clicking "create a question".

The contracting authority is not bound to reply to requests for additional information received less than six working days before the date of receipt of tenders indicated in point 3.

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 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.

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 by R.3 Unit – Finance, procurement and Internal Control of the DG Human Resources and Security. Details concerning the processing of your personal data are available on the privacy statement at:
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 Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)
16. The contracting authority informs tenderers that Regulation (EU, Euratom) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, Euratom) No 966/2012 on the financial rules applicable to the general budget of the Union was published in the Official Journal of the European Union - L 286/1 from 30.10.2015. This Regulation entered into force on the day following that of its publication and shall apply from 1 January 2016. The contracting authority reserves the right to amend any provision of the tender documentation or request additional information and documents before signature of the framework contract in order to ensure compliance with the new legal provisions of the amended Financial Regulation and the delegated acts on their implementation.

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¹ Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 966/2002 (OJ L 286 of 30.10.2015, p. 1-29).