



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE
Resources
Resource Management Seville

Seville,

Subject: Invitation to tender
"Technical Support for the Preparation of EU Ecolabel and EU Green Public Procurement Criteria (3 lots)"
Procedure reference number: JRC/SVQ/2016/B.5/5001/OC

Dear Sir/Madam,

1. The European Commission is planning to award the contract referred to above. The procurement documents consist in the contract notice and this invitation letter with its annexes below indicated.
2. If you are interested in this contract, you should submit a tender, for one or more lots, in one of the official languages of the European Union. In case of submitting offers for more than one lot, they must be sent separately.
3. You must submit your tender on paper, in one original. The tender must also be provided in electronic format on CD, DVD or USB stick. In the case of discrepancy between the paper and the electronic copy, the paper copy will prevail.

The tender must be placed inside two sealed envelopes. The outer is to bear the address as indicated below. The inner envelope must be marked as follows: **"CALL FOR TENDERS JRC/SVQ/2016/B.5/5001/OC Lot X – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT"**.

The **inner envelope** must contain:

- a cover letter signed by the tenderer or its authorised representative,
- all the administrative documents,
- the technical tender,
- the financial tender,
- the electronic copy of the tender. Please consider to divide also the electronic copy in three different sections: technical offer, financial offer and administrative documents

You must submit the tender to the following address:

European Commission JRC
To the attention of: Mr Carlos Arribas-Negro
Resource Management Seville
Ed. Expo, C/ Inca Garcilaso, 3
E-41092- Sevilla

a) either by post or by courier (preferably) not later than the time-limit specified under Heading IV.2.2 of the contract notice, in which case the evidence of submission shall be constituted by the postmark or the time-stamp of the deposit slip, to the address indicated above.

b) or delivered in person not later than 17.00h CET on the date specified under Heading IV.2.2 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 Thursday from 8.30 to 18 and Friday from 8.30 to 17:30. It is closed on Saturdays, Sundays and official holidays of the contracting authority.

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-seville-procurement@ec.europa.eu using the procedure reference number in the subject of the e-mail.

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 indicated in Heading IV.2.6 of the contract notice.
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. A maximum of two representatives per tender can attend the opening of tenders as provided under Heading IV.2.7 of the contract notice. For organisational and security reasons, the tenderer must provide the full name and ID or passport number of the representatives at least three working days in advance to: jrc-seville-procurement@ec.europa.eu. Failing that, the contracting authority reserves the right to refuse access to its premises.
9. Contacts between the contracting authority and tenderers are exceptionally allowed under the following conditions only:

Before the date specified under Heading IV.2.2 of the contract notice:

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 indicated under Heading I.3 of the contract notice 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 specified under Heading IV.2.2 of the contract notice.

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 under Heading I.3 of the contract notice. 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:

The contracting authority shall, except in duly justified cases, ask the tenderer to:

- provide missing information, documents and clarify supporting documents;
- submit evidence and/or make statements;
- correct clerical errors in the tender or confirm a specific or technical element;

where these are omitted or incorrect due to clerical error. Care must be taken that this information does not lead to a substantial change 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 procurement procedure without the tenderers being entitled to claim any compensation. This decision must be substantiated and the 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 (award decision) 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 JRC/IPTS. 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. You may submit any observations concerning the procurement procedure to the contracting authority using the contact means under point 9. If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>).
17. Within two months of notice of the award decision, you may launch an action for annulment of the award decision. Any request you may make and any reply from us, or any complaint for maladministration, will have neither the purpose nor the effect of suspending the time-limit for launching an action for annulment or to open a new period for launching an action for annulment. The body responsible for hearing annulment procedures is indicated under Heading VI.4.1 of the contract notice.

Thank you in advance for your cooperation.

[electronically signed in Ares]

Carlos Arribas-Negro
Head of Procurement Sector

Annexes:

1. Technical Specifications and its annex 1
2. Administrative Annex and its annex (Declaration on Honour on Exclusion and Selection criteria)
3. Draft Contract (only available in .pdf format)

¹ 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.