EUROPEAN COMMISSION
RESEARCH AND INNOVATION DIRECTORATE-GENERAL

Directorate F - Bioeconomy
Unit F2 – Bio-based Products and Processing

Brussels,
ARES (2016)3349718

Dear Sir/Madam,

Subject: - Open procedure to support R&I policy in the area of Bio-based Products and Services – 2016/RTD/F2/OP/PP-04541-2016

1. The European Commission 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 exclusively on paper, in one original and three copies.

   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 time limit for receipt of the tender is 30 September 2016. You must use one of the means of submission listed below. Receipt is understood as the time at which the tenderer hands over the tender to the post office or courier service or central mail department.

Means of submission	Time limit	Evidence	Address for delivery
Post	**24:00 CET**	Postmark	CALL FOR TENDERS Support to R&I policy in the area of Bio-based Products and Services – 2016/RTD/F2/OP/PP-04541-2016 European Commission Directorate-General RTD, Unit F2 – Bio-based Products and Processing COV2 – 7/145 For the attention of the Head of Unit B – 1049 Brussels Belgium
Courier	**24:00 CET**	Deposit slip of courier service	CALL FOR TENDERS Support to R&I policy in the area of Bio-based Products and Services – 2016/RTD/F2/OP/PP-04541-2016 European Commission Directorate-General RTD, Unit F2 – Bio-based Products and Processing
In person (hand delivery)	**16:00 CET**	Proof of receipt, signed and dated by the official in the central mail	

		department who takes delivery	COV2 – 7/145 For the attention of the Head of Unit Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium

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. 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 in Section IV.2.7 of the contract notice. For organisational and security reasons, the tenderer must provide the name, first name, date of birth, nationality and ID card_or passport number of the representatives at least 3 working days in advance to: RTD-BIO-BASED-TENDER@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 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=1722 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 posted on the eTendering website indicated above https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1722 . 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. Non applicable.
11. 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.
12. 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.
13. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
14. 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.
15. 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-General of DG RTD. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
16. 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[1]. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)
17. 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).
18. 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 in Section VI.4.1 of the contract notice.

John Bell
Authorising Officer

[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.

Electronically signed on 18/07/2016 11:13 (UTC+02) in accordance with article 4.2 (Validity of electronic documents) of Commission Decision 2004/563