



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL COMMUNICATION

Strategy and Corporate Communication  
**Audiovisual Services**

Brussels, 20.09.2016  
COMM/A4/ND/AA-sd

Dear Sir/Madam,

**Subject: Invitation to tender No. PO/2016-15/A4 concerning an open procedure for the provision of transmission services divided into two lots:**

- Lot I: Provision of a technical infrastructure necessary for the transmission of High Definition television services via satellite
- Lot II: Supply of bi-directional video links and provision of services for *ad hoc* transmissions of audiovisual material

**Contract notice published in EU O.J.S n°182 on 21.09.2016**

**Additional advertising:**

- on [Europa](#)
- on [eTendering website](#)

**from 21.09.2016**

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

Tenderers may submit bids for one or both lots. A separate tender and price offer must be presented for each lot.

3. You must submit your tender on paper, in one original and two copies, one of which unbound. The tender must also be provided in pdf format on CD, DVD, or USB.

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 contain two closed envelopes, one containing the administrative elements and 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 received **no later than 09.11.2016**. You must use one of the following 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	<b>24:00 CET</b>	Postmark	CALL FOR TENDERS Provision of transmission services - PO/2016-15/A4 European Commission Directorate General Communication Unit COMM/A4 Audiovisual Services BERL 04/276 For the attention of Ms Annika Agerblad B – 1049 Brussels Belgium
Courier	<b>24:00 CET</b>	Deposit slip of courier service	CALL FOR TENDERS Provision of transmission services - PO/2016-15/A4 European Commission Directorate General Communication Unit COMM/A4 Audiovisual Services BERL 04/276 For the attention of Ms Annika Agerblad Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium
In person (hand delivery)	<b>17:00 CET</b>	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	European Commission Directorate General Communication Unit COMM/A4 Audiovisual Services BERL 04/276 For the attention of Ms Annika Agerblad 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;
- signed by an authorised representative of the tenderer;
- drawn up using the model reply forms in the tender specifications.

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 full name and ID or passport number of the representatives at least 3 working days in advance to: [COMM-AV-TRANSMISSION-TENDER@ec.europa.eu](mailto:COMM-AV-TRANSMISSION-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=1755> 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. 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 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 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 the Head of Unit COMM/A4. 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. 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 in Section VI.4.1 of the contract notice.

*[e-signed]*  
Nathalie Davies  
Head of unit

---

<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.

Annexes:

- I: Tender specifications
- II: Technical annex
- III: Draft contract for each lot
- IV: Checklist of documents to be provided related to exclusion and selection criteria
- V: Declaration on honour on the exclusion and selection criteria
- VI: Financial offer for each lot