



EUROPEAN COMMISSION

DIRECTORATE-GENERAL
HUMAN RESOURCES AND SECURITY
Directorate HR.R - Shared Resource Services and HR Modernisation
Finance, Procurement and Internal Control

HR.R.3; Brussels
File FIN05.20-2016/027
Ares(2016)3845697

Subject: - Draft Invitation to tender (second step of the restricted procurement procedure)
- PMO3/PR/2016/027 – Insurance against the risks of accident, occupational disease and death from natural causes of officials, temporary agents and contract agents of the I/B/A of the EU and the EUI

Dear Sir/Madam,

1. The European Commission is planning to award the contract referred to above. **For this second step, said award phase**, the procurement documents (the contract notice, the invitation letter to submit a request to participate, this invitation letter to tender, the Tender Specifications with their annexes and the draft contract) are completed with an unrestricted access to the Tender Specifications and their annexes..
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union. Only the candidates receiving this invitation letter may submit a tender. Any tender received from a legal or natural person not invited to tender will be rejected.
3. You must submit your tender on paper, in one original and one copy. In addition you must submit one electronic version on USB key.

The tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows:
"CALL FOR TENDERS PMO3/PR/2016/027 – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT"

The time limit for receipt of the tender is **[date]**. 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 PMO3/PR/2016/027 – <i>"Insurance against the risks of accident, occupational disease and death from natural causes"</i>

			<p>European Commission</p> <p>Directorate-General Human Resources and Security, unit HR.R3, office SC11 06/028</p> <p>To the attention of "HR CONTRATS MARCHÉS"</p> <p>B – 1049 Brussels</p> <p>Belgium</p>
Courier	24:00 CET	Deposit slip of courier service	<p>CALL FOR TENDERS PMO3/PR/2016/027 – <i>"Insurance against the risks of accident, occupational disease and death from natural causes"</i></p> <p>European Commission</p> <p>Directorate-General Human Resources and Security, unit HR.R3, office SC11 06/028</p> <p>To the attention of "HR CONTRATS MARCHÉS"</p> <p>Avenue du Bourget 1</p> <p>B-1140 Brussels (Evere)</p> <p>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. Tenders must be:

- 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.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is [...] months from the date indicated in point 3.
 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. 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=1768> 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 the 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 tender.

9. 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.
10. Up to the point of signature, the contracting authority may cancel the procurement procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
11. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
12. You will be informed of the outcome of the selection phase by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your request to participate and to check this e-mail address regularly.
13. 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 unit HR.R3 of the Directorate-General "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.
14. 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)

15. You may submit any observations concerning the procurement procedure to the contracting authority using the contact means under point 8. 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>).
16. 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.

HR CONTRATS MARCHÉS

E-signature

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.