



## EUROPEAN COMMISSION

Office for Infrastructure and Logistics – Luxembourg  
OIL.06 – Finance – Procurement – Reporting  
Head of Unit

Ref. Ares(2016)6180021 - 28/10/2016

Luxembourg,  
OIL.06.002 – GR Ares (2016)

### Invitation to tender

**Subject: Call for tenders No OIL06/PO/2016/072**  
**Express courier delivery**

**Lot 1.** Express courier delivery from the buildings of the European Institutions and Bodies (except the European Parliament) in Brussels (and surrounding area) to destinations worldwide and vice versa.

**Lot 2.** Express courier delivery from the buildings of the European Institutions and Bodies (except the European Parliament) in Luxembourg to destinations worldwide and vice versa.

**Lot 3.** Express courier delivery from the buildings of the European Institutions and Bodies in Ispra (I) to destinations worldwide and vice versa.

**Lot 4.** Express courier delivery from the buildings of the European Parliament in Luxembourg, Brussels and Strasbourg to destinations worldwide and vice versa.

Dear Sir/Madam,

1. The European Commission is planning to award the contract referred to above. The contract documents comprise: the contract notice, the publication on eTendering, this invitation letter, the tender specifications and their annexes and the draft framework contract.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union, exclusively on paper, in one original and two copies.

Tenders must be placed inside two sealed envelopes addressed as indicated below. The two envelopes must be sealed and marked as follows: **'CALL FOR TENDERS No OIL06/PO/2016/072 – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT'** and the name of the tenderer. They should be addressed to the following department:

European Commission  
Office for Infrastructure and Logistics Luxembourg  
OIL.06 Finance – Procurement – Reporting  
Contracts and Invitations to Tender Section

Tenders should also be accompanied by a CD ROM or USB stick containing the duly completed price form(s) as well as the price forms as an Excel file. If there are discrepancies between the paper and electronic versions, the paper version shall take precedence.

3. The closing date for submission of tenders is **2 December 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 to the central mail department.

Means of submission	Deadline	Evidence	Address for delivery
Post	<b>24:00 CET<sup>1</sup></b>	Postmark	PO Box L-2920 Luxembourg
Courier	<b>24:00 CET<sup>1</sup></b>	Deposit slip of courier service	Ariane building Luxembourg/Cloche d'Or 400, route d'Esch  L-1471 Luxembourg
In person (hand delivery)	<b>16:30 CET<sup>1</sup></b>	Proof of receipt, signed and dated by the official in the central mail department who took delivery.	

<sup>1</sup>Central European Time

Mail can be received from 8.30 to 12.30 and 13.45 to 16.30 Monday to Friday. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

4. Tenders must be:
- signed by the tenderer's duly authorised representative(s);
  - perfectly legible so that there can be no doubt as to words and figures;
  - drawn up using the model reply forms in the tender specification.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is six 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 tender submitted 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. The arrangements concerning the opening of tenders are laid down in point I.7 of the administrative provisions.
9. Contact between the contracting authority and candidates or tenderers is prohibited throughout the procedure save in exceptional circumstances. It will be permitted 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=1913> in the 'Questions & Answers' tab, by clicking on 'Create a question'.

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.

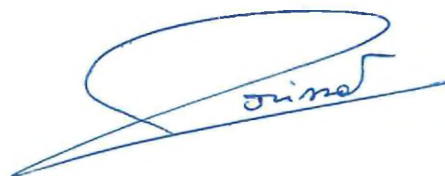
Any additional information including that referred to above will be posted on the eTendering website indicated above. The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.

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 that 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 or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation. Any 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 it 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 Office for Infrastructure and Logistics – Luxembourg. Detailed information on the processing of your personal data can be found in the privacy statement which can be consulted at the following address:  
[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 at: [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 by the means of contact indicated under point 9. If you believe that there has been 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 bring 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 bringing an action for annulment or of opening a new period for bringing an action for annulment. The body responsible for hearing annulment procedures is indicated in Section VI.4.1 of the contract notice.



Benoît Morisset

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<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, as amended.