



EUROPEAN COMMISSION

Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs

Modernisation of the Single Market

Director

Brussels, 17/7/2017

GROW/E5/AW/rh grow.ddg2.e.5(2017)3377867

Dear Sir/Madam,

Subject: Invitation to Tender – Call for tenders No 628/PP/GRO/IMA/17/1131/9580

Ref.: Open procedure: Mapping and Assessment of Developments for one of the sectoral professions under Directive 2005/36/EC – nurse responsible for general care

Thank you for your interest in the above-mentioned contract. We are pleased to enclose a copy of the procurement documents, consisting of the contract notice published in the Official Journal, this invitation letter, the tender specifications with their annexes and the draft contract.

1. **Lodging of the tender**

If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.

Your tender should be submitted through the electronic submission system (e-Submission application) at: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2589>

The tender must be received no later than **16:00 Brussels local time on 18 September 2017**.

Details on the electronic submission system are provided in annex to this invitation letter (Annex: e-Submission application).

2. **Presentation of the tender**

Tenders must be drawn up in accordance with the instructions in the tender specifications, and using the model forms indicated in these specifications. The tender specifications and the draft contract are attached to this invitation to tender. The specifications list the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity.

In order to help tenderers presenting a tender, a checklist of the documents to be submitted in the e-Submission application is provided in annex 6.7.

For further modalities on drafting your tender, please refer to section 4 of the tender specifications and to Annex: e-Submission application.

3. Acceptance of terms and conditions

Submission of a tender implies acceptance of 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. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

Please refer to section 3.3 of the attached tender specifications for further information.

4. Period of validity of the tender

The offer must remain valid for a period of 6 months following the final date for submitting tenders (see in 1. above). During this period, the tenderer may not modify the terms of his tender in any respect.

5. Contact between the tenderers and the Commission

Contacts between the Commission and the tenderers may take place only under exceptional circumstances. Please refer to section 3.2 of the attached tender specifications for further details.

6. Notification of the outcome of the procurement procedure

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. Please make sure that the communication from the Commission is not classified as a spam mail.

7. Other provisions

This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting authority may cancel the award procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.

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>).

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.

We look forward to receiving your tender.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Hubert Gambs', with a long horizontal stroke extending to the right.

Hubert Gambs

Annex: e-Submission application; tender specifications and draft contract

Annex - e-Submission application guide

You must submit your tender electronically via the e-Submission application available from the e-Tendering website before the time limit for receipt of tenders.

The e-Submission application allows economic operators to respond to calls for tenders by preparing their tenders electronically in a structured and secured way, and submitting their tenders electronically. The e-Tendering is the starting point for launching the e-Submission application.

Make sure you submit your tender on time: you are advised to start completing your tender early. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure that you submit your tender several hours before the deadline. A tender received after the deadline indicated in the procurement documents will be rejected.

1. HOW TO SUBMIT YOUR TENDER IN E-SUBMISSION

You can access the e-Submission application via the corresponding call for tender in TED e-Tendering, as specify in <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2589>

In order to have access to e-Submission, you will need to "Subscribe to call for tenders" on TED eTendering first. To subscribe, you will need to login with your an EU Login¹. In case you don't have an EU Login, you can create an account at any moment. For more information see the EU login help. After logging in with your EU Login password, the e-Tendering will then display a button 'submit your tender' and you will be able to access the e-Submission.

1.1. Information to be filled in

In the e-Submission application, fill in and upload all necessary fields and documents as appropriate. All tenders must be clear, complete and consistent with all the requirements laid down in the Tender Specifications (in particular section 4). Please use the checklist of documents to be submitted in eSubmission provided in annex 6.7.

For detailed instructions on how to submit your tender, download the Quick Reference Guide for Economic Operators² (pdf document), where you will find on:

- Technical requirements to use e-Submission,
- Step-by-step guide to help you submit your tender,
- Test call for tenders,
- Important advices and information and
- how to get technical support

¹ Previously called European Commission authentication system (ECAS)

² An EU Login is required to download the document *Quick Reference Guide for Economic Operators*

Please make sure all required documents and evidence are submitted with your tender.

1.2. Documents to be signed and dated while creating your Tender

The following documents must be signed and dated during the creation of your tender in e-Submission:

- **Declaration on honour(s).** All members of a joint tender, including subcontractors must sign and date this declaration. The declaration on honour must be converted to PDF format and then signed by an authorised representative of each member with advanced electronic signature based on qualified certificates or by hand.
- **Tender Report.** This report is generated by e-Submission while you are completing your tender and it contains the list of documents that you submit. The sole tenderer's or leader's authorised representative(s) must sign the report.

The documents must be signed using any of the following 2 methods:

- Electronically signed, in this case you must sign with *an advanced electronic signature based on qualified certificates*.
- Hand signature, in this case, you must print the documents and the authorised representative must hand sign the documents and then scanned so you can upload it into the system.

In this case, you **must send by post all the original documents** that were signed by hand immediately after the electronic submission of your Tender.

In case of a joint tender, the leader must collect all the original declarations signed by hand by the members of the group and send them by post together with the Tender Report, if the latter was also signed by hand. The original documents must be sent to the postal address indicated in the section 5. Contact the Contracting Authority, stating the reference to the call for tenders and the Tender ID.

The documents which were signed with an advanced electronic signature based on qualified certificates are not required to be sent them by post.

2. RE-SUBMISSION OR ALTERNATIVE TENDER

After submitting a tender, but within the time limit for receipt of tenders, you may still submit a new version of your tender.

You must formally notify by that the previous tender is withdrawn. You are also entitled to send several tenders to one call for tenders.

The notification must be sent to address indicated in the section 5. Contact the Contracting Authority, stating the reference to the call for tenders and the Tender ID you wish to withdraw.

If you submit a new Tender you must include all your Tender documents, including the Qualification and Tender documents.

3. WITHDRAWAL OF TENDERS

If after submitting a tender, you wish to completely withdraw your tender, you must formally notify that you wish to withdraw your submitted Tender(s). This notification must be signed by the same authorised legal representative(s) who previously signed the tender(s) in question.

The notification must be sent to address indicated in the section 5. Contact the Contracting Authority, stating the reference to the call for tenders and the Tender ID(s) you wish to withdraw.

4. DEADLINE FOR RECEIPT OF TENDERS

The tender (including all documents) must be fully uploaded and received before the deadline for receipt of tenders indicated in the invitation to tender.

Please note that you are responsible to ensure that your full tender reaches the destination in due time.

In case of problems with the submission of the electronic tender, we recommend that you call the helpdesk in reasonable time before the time limit for receipt. The time it takes to submit the tender and upload all your documents may vary considerably depending on the number of concurrent submissions by other economic operators, the size of your tender and the type of internet service you are using.

If the contracting authority detects technical faults in the functioning of the electronic equipment used for submitting and receiving tenders due to which it is impossible to electronically submit and receive tenders, you will be informed of the extension of the time limit by the contracting authority at the e-Tendering link indicated in <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2589>

5. CONTACT THE CONTRACTING AUTHORITY

- Original hand signed tender report and/or hand signed declaration on honour(s) must be sent by post immediately after submission, to the following address:

European Commission
Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs

Invitation to tender No: 628/PP/GRO/IMA/17/1131/9580
Professional Qualifications and Skills, Unit E.5
Office address: Avenue des Nerviens 105, 1st floor, N-105 / 01/050
B-1049 Brussels, Belgium

- Notifications for re-submission or withdrawal of tenders must be sent to: GROW-E5@ec.europa.eu

When communicating state the reference to the call for tenders and, if applicable, the Tender ID.

6. GET TECHNICAL HELP

In order to get technical help please consult the Quick Reference Guide for Economic Operators or directly contact us by consulting the footer section on e-Submission application.