



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL COMMUNICATION

Directorate Representations  
**Representation in *Estonia***

*Tallinn, 25.07.2017*  
ARES(2017)3703369

Dear Sir/Madam,

**Subject: Invitation to submit a request to participate for the call for tenders  
PR/2017-06-SEC/TAL  
Security Guard and Reception/Switchboard services for the premises of the  
EU-House in Tallinn, Estonia**

**Restricted Procedure published in the O.J. S°140 on 25.07.2017**

Additional advertising :

- on Europa from 25.07.2017,
- on the website of the Representation, from 25.07.2017,
- in the newspaper "Postimees" on 25.07.2017

1. The European Commission is planning to award the contract referred to above. The procurement documents consist in the contract notice referred to above, this invitation letter, the explanatory note for candidates, the declaration on honour and the request to participate form.
2. This contract will be awarded in two steps. As a first step, if you are interested in this contract, you should submit a request to participate in one of the official languages of the European Union. In a second step, only selected candidates will be invited to submit a tender. Any tender received from a legal or natural person not invited to tender will be rejected.
3. You must submit your request to participate exclusively on paper, in one original and two copies, one of which unbound.

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" - **PR/2017-06-SEC/TAL**

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The time limit for receipt of the request to participate is 17.08.2017. 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	<b>24:00 CET</b>	Postmark	<b>CALL FOR TENDERS PR/2017-06-SEC/TAL</b> European Commission Directorate-General Communication, Representation of the European Commission in Estonia, <b>For the att. of the Head of Administration Ms Kadi Valgus,</b> Rävala 4,10143, Tallinn Estonia
Courier	<b>24:00 CET</b>	Deposit slip of courier service	
In person (hand delivery)	<b>17:00 CET</b>	Proof of receipt, signed and dated by the official in the Representation who takes delivery	

Mail can be received from 08:30 to 17:00 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the Contracting Authority.

4. 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.
5. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
6. Contacts between the Contracting Authority and candidates are prohibited 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 of the Application phase.

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=2656>

in the "questions and answers" tab, by clicking "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 of the Application phase.

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.

7. This invitation to submit a request to participate 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.
8. 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.
9. Once the Contracting Authority has opened the request to participate, it becomes its property and it shall be treated confidentially.
10. Candidates will be informed of whether they have been selected or not by email only. It is your responsibility to provide a valid email address together with your contact details in your request to participate.
11. 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 Representation. 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).
12. 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) )
13. You may submit any observations concerning the procurement procedure to the contracting authority using the contact means under point 3. 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>).

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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 and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.

- 14 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-signature

Keit Kasemets

Head of Representation

- Annexes:   1   Explanatory note for candidates  
              2   Declaration on honour on exclusion and selection criteria  
              3   Request to participate