

Directorate-General for Innovation and Technological Support
The Director-General

Luxembourg, July 2017

INVITATION TO TENDER

Subject: - Invitation to tender PE/ITEC-ITS17- External provision of enterprise architecture, methodology, quality assurance and audit services

Dear Sir or Madam,

The European Parliament (EP) is planning to award the public framework contract referred to above.

The maximum duration of the contract will be **1 year with 1 possible extension of maximum 1 year**. The extension will be implemented in a tacit form.

Please find enclosed the procurement documents relating to this contract, which provide the information you will require should you decide to submit a tender. Those documents are as follows:

- the contract notice;
- this invitation to tender;
- the conditions for submitting a tender, setting out the information needed in order to participate;
- the specifications and the annexes thereto, providing detailed information on the subject of the contract, the technical specifications, the exclusion, selection and award criteria, and the supporting documents and annexes which you must submit with your tender;
- the draft framework contract and the annexes thereto.

If you are interested in taking part in this tender procedure, please submit a tender in one of the European Union's official languages before the closing date given in the conditions for submitting a tender.

You are reminded that, save in the following exceptional circumstances, all contacts between tenderers and the European Parliament is prohibited throughout the procedure.

Prior to the closing date for submission of tenders:

- *On the initiative of tenderers*, in order to receive **additional information** for the sole purpose of clarifying the nature of the contract. Tenderers who wish to obtain additional information on the documents making up the invitation to tender should use **eTendering** website (register in ECAS and ask a question via "Create a question" tab):

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2297>

No response will be given to any request for additional information received less than **six working days** before the closing date for submission of tenders.

The European Parliament will not respond to oral questions, questions submitted after the above deadline, or questions which are incorrectly worded or addressed.

Replies will be written only in English and published by the European Parliament on eTendering.

- *On the initiative of the European Parliament*, if its departments discover an error, an inaccuracy, an omission or any other material shortcoming in the wording of the contract notice, the invitation to submit a tender or the specifications.

If appropriate, the additional information and the information referred to above will be published at the following address:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2297>

After the tenders have been opened and on the European Parliament's initiative:

if the tender gives rise to requests for explanations, or with a view to correcting material errors in the wording of the tender, the European Parliament will contact the tenderer. Any such contact may not result in the terms of the tender being modified.

Giancarlo VILELLA