

**DIRECTORATE-GENERAL FOR INNOVATION AND
TECHNOLOGICAL SUPPORT (DG ITEC)**

CONDITIONS FOR SUBMITTING A TENDER

**INVITATION TO TENDER
OPEN PROCEDURE**

**PE/ITEC-ITS17
External provision of
enterprise architecture, methodology,
quality assurance and audit services**

1. GENERAL TERMS AND CONDITIONS FOR PARTICIPATING IN THE INVITATION TO TENDER

1. Submission of a tender implies acceptance by the tenderer of the terms and conditions laid down in the documents making up this invitation to tender:
 - the contract notice
 - the invitation to tender
 - the tender specifications (technical and financial) and their annexes
 - the framework contract (general and specific conditions) and its annex.

The above documents lay down the terms and conditions governing this invitation to tender and complement each other. In the event of contradictions between them, each document shall take precedence over the others in the order indicated in the 'Final provisions' of the draft framework contract.

2. In submitting a tender, tenderers waive their own conditions of sale or work. Submission of a tender shall bind the tenderer during performance of the contract, should it be awarded to him.
3. Before submitting a tender, tenderers must take all the steps required to gain a proper understanding of the scale and nature of the subject of the invitation to tender and of any potential difficulties. In submitting a tender, tenderers acknowledge that they are aware of the risks and problems in connection with performance of the contract.
4. The period of validity of tenders, during which tenderers are required to maintain all the terms and conditions in their tenders, is **9 months** from the closing date for submission of tenders.
5. The specifications relating to the contract and the draft framework contract and specific contract are appended to this invitation. The specifications lay down all the documents to accompany the tender submission, including documents substantiating economic, financial, technical and professional capacity.
6. This invitation to tender does not entail any obligation on the part of the European Parliament; that will arise only when the contract is signed with the successful tenderer. Likewise, submission of a tender shall in no way entitle a tenderer to the award of the contract or a part thereof. Until the contract is signed, the European Parliament may cancel the procurement procedure, without candidates or tenderers being able to claim any compensation for any expenses incurred, including any travel costs. Where applicable, the reasons for that decision will be stated and communicated to all the tenderers.
7. Tenderers will be informed in writing of the decision taken on their tender.
8. Expenses incurred in connection with preparing and submitting tenders will be borne by tenderers and may not be reimbursed.
9. Tenders will remain the property of the European Parliament.

10. The follow-up to responses to the invitation to submit a tender will entail the registration and processing of personal data (e.g. name, address, CV). Such data will be processed in accordance with 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 otherwise indicated, the replies to questions and the personal data requested are necessary for the evaluation of tenders, in accordance with the specifications in the invitation to submit a tender, and will be processed solely by **the evaluation committee** for that purpose

Upon request, tenderers may obtain details of their personal data and they may rectify any personal data which are inaccurate or incomplete. They may contact

European Parliament - PAC Head of Unit
SCH Building
Plateau de Kirchberg
L-2929 Luxembourg
ITEC-PAC-ITS17@europarl.europa.eu

in respect of any matter relating to the processing of their personal data. Tenderers are entitled to have recourse at any time to the European Data Protection Supervisor with regard to the processing of their personal data.

2. ADDITIONAL INFORMATION

See eTendering website.

3. PROBABLE TIMETABLE FOR THE INVITATION TO TENDER

See contract notice.

4. VISIT TO THE PREMISES

Not applicable.

5. CONTENT AND PRESENTATION OF TENDERS

Tenders may only be submitted in writing and in one of the official languages of the European Union.

However, it is hereby specified that the working language will be **English**.

You must submit a tender **in triplicate (a signed original clearly marked as such + two copies)** presented in three separate files (**please use ring binders A4 2 rings - 80 mm spine**), with each page duly completed and perfectly legible so as to preclude any doubt whatsoever as to the wording and figures.

The tender should be accompanied by **two USB keys** each containing:

- the Financial Model including the Price list and Evaluation Model appended in **Annex I.5 of the Tender specifications** duly completed, and

- all the paper documents submitted in digital format. If there are discrepancies between the paper and digital versions, the paper version shall take precedence. All **answers** (documents) in digital format should be provided as editable documents (for instance Word and Excel documents readable by Microsoft Office 2010) as well as PDF documents with the PDF being the authoritative digital version. Where the document should be signed, the PDF version must be a scanned signed version.

Tenders must:

- be drawn up on the tenderer's headed paper;
- be accompanied by the European Parliament's forms, retaining the format thereof;
- be signed by the tenderer or by his duly authorised representative;
- be submitted for the contract in its entirety;
- be expressed in euros;

The European Parliament's Administration will ask tenderers to complete any tender which is incomplete or illegible or which is not formatted as requested.

The first part of the tender must be entitled:

'General part'

and must be subdivided into the following sections:

- **Tender forms 0, 1, 2, 3.1, 3.2 a), 3.2. b), 3.3. a) 3.3. b) and 4** contained in the Tender specifications (See Part III Sections 16 to 19 of the Tender specifications) and **Table I "Statement of turnover"** in Section 20.2 of the Tender specifications)

The order and numbering of the sections must be followed without fail.

The second part of the tender must be entitled:

'Technical part'

and must be made up of:

- Answers to the questions in Part III Section 20.3 on the technical and professional capacity + required substantiating documents, namely **Tender forms 5, 6, 7 and 8**

- Technical offer (see Case Studies in Annex II.3 referred to in in Part III, Section 21.1.1 of the Tender specifications)

The third part of the tender must be entitled:

'Financial part'

and must be made up of the response to the Financial model, including the Price list and Evaluation model referred to in Part III, Section 21.2 of the Tender specifications and appended in Annex I.5 of the Tender specifications.

The order and numbering of the sections must be followed.

6. TIME LIMITS AND PROCEDURES FOR THE SUBMISSION OF TENDERS

1. The closing date for the submission of tenders is **August 28, 2017**.
2. Tenders may be submitted:
 - a) either **by post (registered mail or equivalent)** or by courier company, posted no later than the **closing date** indicated above, as evidenced by the postmark or the date of the deposit slip, to the following address:

EUROPEAN PARLIAMENT
Official Mail Unit
Konrad Adenauer Building, Office 00D001
L-2929 LUXEMBOURG

- b) or by handing them in to the Official Mail Unit, either directly or through their representatives, no later than the **closing date and Luxembourg time** laid down above. Delivery of the tender shall be confirmed by a receipt, dated and signed in duplicate, issued by the European Parliament's Official Mail Unit. The date and time indicated on the receipt shall serve as the reference date and time. The opening hours of the Official Mail Unit to which tenders must be handed in are:

open Monday to Thursday, 9.00 to 12.00 and 14.00 to 17.00

Fridays from 9.00 to 12.00;

closed on Saturdays and Sundays and on public holidays and office closing days for the European Parliament (“see “European Parliament’s Work Calendar in Annex II.8 to the Framework Contract).

The European Parliament cannot guarantee receipt of tenders, regardless of how they are submitted, outside the Official Mail Unit’s opening hours given above.

The European Parliament cannot be held liable for not having notified tenderers of any changes to the Official Mail Unit’s opening hours which have come into effect since the documents relating to the invitation to tender were dispatched. Before handing in a tender, tenderers must themselves establish that the stated opening hours still apply.

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 3. Tenders which do not comply with the time limits for submission given in points (a) and (b) above will be deemed inadmissible.
4. In order to maintain the confidentiality and integrity of tenders, they must be sent under double cover. The two envelopes shall be sealed. Tenderers should use the labels in Annex VIII to the specifications for submitting tenders to the relevant European Parliament department. Both envelopes, inner and outer, must be marked with:

- the name and address of the recipient department:

EUROPEAN PARLIAMENT
Official Mail
Directorate-General for Innovation and
Technological Support (DG ITEC)
Directorate for Resources (DIRES)
Konrad Adenauer Building, Office 00D001
L - 2929 LUXEMBOURG

- the reference of the invitation to tender:

INVITATION TO TENDER
PE/ITEC-ITS17

- and the following:

NOT TO BE OPENED BY THE MAIL UNIT OR BY ANY
UNAUTHORISED PERSON

Depending on the physical size of the tender, the term ‘envelope’ must be taken to cover - by extension - parcels, packages, boxes and other containers; the dimensions of containers should match as far as possible the files within them.

At all events, irrespective of the type of packaging used, tenderers should pay attention to the quality of the envelopes used for submitting their tenders in order to ensure that they do not arrive torn, thereby no longer ensuring the confidentiality or integrity of their contents.

If self-adhesive envelopes are used, they must be sealed with adhesive tape bearing the signature of the sender. The signature of the sender shall be deemed to comprise either the handwritten signature or the signature and the company stamp.

Any tender whose contents have not remained confidential until all tenders are opened will be rejected automatically.

The outer envelope shall also bear the tenderer's name or business name, together with the exact address at which he can be informed of the decision taken on his tender and details identifying the lot or lots being tendered for.

The inner envelope must itself contain two sealed envelopes, one containing the technical part and the other the financial quotation. Each of those envelopes must clearly indicate the content (‘General and Technical part’ and ‘Financial quotation’).

7. OPENING OF TENDERS

Tenders will be opened on **September 04, 2017** at European Parliament, Schuman building, Place de l’Europe, L-2929 Luxembourg **at 10:00 H**

Tenderers wishing to attend the opening of the tenders are asked to notify the department responsible for managing this procurement procedure, no later than two working days before the tender opening date, by e-mail at ITEC-PAC-ITS17@europarl.europa.eu

Only one representative of each tenderer may attend. Tenderers failing to give notification will automatically be refused access to the opening. The names of the persons attending the opening of the tenders must be given in the notification.

8. NOTIFICATION OF RESULTS

The European Parliament will inform all unsuccessful tenderers, simultaneously and individually, by electronic means, that their tender has not been accepted. In each case the European Parliament will indicate the reasons for the rejection of the tender, and possible means of appeal.

Simultaneously with the notifications of rejection, the European Parliament will communicate the award decision to the successful tenderer, stating that this does not constitute an obligation on the part of the institution. The contract may not be signed until

- a period of 15 calendar days, commencing the day after the date of simultaneous notification of the rejection and award decisions, has elapsed if post is used for the dispatch of the above referred notifications or
- a period of 10 calendar days if electronic means are used for the dispatch of the above referred notifications.

In any event, the award decision will not become final until the selected tenderer has submitted the requisite documentary evidence concerning the exclusion and selection criteria referred to in points 13 and 14 of the specifications and this has been accepted by the European Parliament. Acceptance will be communicated in writing, and will enable the selected tenderer to sign the contract if the period of 15 (or 10, respectively) calendar days has elapsed.

Upon written request - by letter, fax or e-mail - any unsuccessful tenderer who is not in an exclusion situation and whose tender is compliant with the procurement documents may obtain additional information about the grounds for the rejection of his tender. Only tenderers who have submitted an admissible tender may obtain information about the characteristics and relative advantages of the tender chosen, together with the name of the tenderer awarded the contract. However, some information will not be communicated if doing so would hinder application of the law, would be contrary to the public interest or would harm the legitimate business interests of public or private undertakings or could distort fair competition between them.

9. SUSPENSION OF THE PROCEDURE

If necessary, after the results have been notified and before the contract is signed, the European Parliament may suspend the signing of the contract for additional examination if this is justified by the requests or comments made by unsuccessful or aggrieved tenderers or by any other relevant information received. The requests, comments or information concerned must be received during the 10 calendar days commencing the day after the date of simultaneous notification of the rejection and award decisions or, where

applicable, the publication of a contract award notice. All tenderers must be informed of any suspension decision within three working days thereof.

Following the additional examination arising from suspension of the procedure, the European Parliament may confirm its award decision, modify it or, if necessary, cancel the procedure. The reasons for any further decision must be stated and communicated in writing to all tenderers in contention.