



Publications Office

Directorate D - Corporate Services
D.2 - Contracts and Copyright
Calls for Tenders

24 MAI 2018

Luxembourg,
op.d.2(2018)2882509
Ref.: CO – AO 10710 – Invitation letter

Subject: Invitation to tender n° 10710
"Provision of DOI back office and DOI-related services"

1. The European Commission is planning to award the contract referred to above. The procurement documents are **only available in English on eTendering** <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3214>.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union, in recto-verso if possible.
3. Tenders must be:
 - either sent by registered post or by courier service no later than **11 July 2018**, as proved by the postmark or the date of the deposit slip;
 - or hand-delivered to the Internal Post Service of the Publications Office, no later than **16:00 local time in Luxembourg (CEST) on 11 July 2018** in exchange for a receipt dated and signed by an official of that department,

to the following address:

- Publications Office of the European Union
Contracts and Copyright Unit
2, rue Mercier
2985 Luxembourg
LUXEMBOURG
4. 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".

Invitation to tender N°

10710

Title:

Provision of DOI back office and DOI-related services

Tender from:

The inner envelope must also contain two closed envelopes, one containing all the documents, except the financial tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Non-financial" and "Financial").

N.B.: For security reasons, the Publications Office may not be able to accept packages that exceed the following dimensions: 52 cm by 32 cm by 63 cm.

5. Tenders must be:

- perfectly legible so that there can be no doubt as to words and figures;
 - drawn up using the model reply forms in the tender specifications.
6. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is six (6) months from the date indicated in point 3.
7. 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.
8. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
9. Contacts between the contracting authority and tenderers are prohibited throughout the procedure 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.

Any request for additional information must be made in writing only through the indicated eTendering website in the "questions and answers" tab, by clicking on "create a question".

The contracting authority is not bound to reply to requests for additional information received after 3 July 2018.

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 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 without the tenderers being entitled to claim any compensation. This decision must be substantiated and the 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 this e-mail address 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 Publications Office.

Details concerning the processing of your personal data are available in the privacy statement at:

https://publications.europa.eu/en/web/about-us/legal-notice/procurement_procedures

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.¹

For more information, see the Privacy Statement at:

http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf

Yours faithfully,



Valeria SCIARRINO
Head of Unit

¹ 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.