



The European Foundation for  
the Improvement of Living  
and Working Conditions

Dublin, 27 March 2018

Dear Sir/Madam,

**Subject:** *Preparation and Implementation of the 7th European Working Conditions Survey (EWCS)*  
**Internal Reference No.:** 171104/4643

1. Eurofound is planning to award a contract for the preparation and implementation of the 7th European Working Conditions Survey (EWCS) using a restricted procedure. This procurement procedure has two steps. This letter is an 'Invitation to Participate' and forms the first step of the procedure, which entails the submission of documentation in regard to the exclusion and selection criteria. In the second step, candidates who have been assessed and are considered to comply with the exclusion and selection will be invited by Eurofound to submit tenders.
2. The Procurement Documents listed below cover both steps of the procedure, they contain the:
  - Contract notice as published in the Official Journal of the European Union;
  - Invitation to Participate (Part A) (this letter)
  - Tender Specifications (Part B);
  - Standard Reply Form (Part C) comprised of two templates:
    - Step 1 - Preparation and implementation of the 7th European Working Conditions Survey (EWCS);
    - Step 2 - Preparation and implementation of the 7th European Working Conditions Survey (EWCS);
  - Draft Framework Contract (Part D);
  - Quality Framework (Part E);
  - Quality Indicators (Part F);
  - Reference Price Calculator (Part G);
3. If you are interested in this contract, you should submit a Request to Participate in one of the official languages of the European Union.

As the working language of Eurofound is English, we would appreciate if the request to participate and the subsequent tender was in English.

4. You must submit your Request to Participate on paper, in duplicate (one marked 'Original' and one marked 'Copy').

The request to participate must be placed inside of two closed envelopes addressed as indicated below. The inner envelope should be marked as follows: "CALL FOR CANDIDATES – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".

A scanned version of the full Request to Participate must be provided by the candidate in electronic format on a memory stick which should be included in the inner envelope.

The request to participate must be dispatched no later than **07/05/2018**. You must use one of the following means of submission:

Means of submission	Time limit (GMT)	Evidence of dispatch	Address for delivery
Post	<b>23:59</b>	Postmark	CALL FOR CANDIDATES <i>Preparation and Implementation of 7th European Working Conditions Survey (EWCS)</i> Internal Reference No.: 171104/4643 European Foundation for the Improvement of Living and Working Conditions Operational Support Unit For the attention of Lidia Jankowska Wyattville Road Loughlinstown Co. Dublin D18 KP65 IRELAND
Courier	<b>23:59</b>	Deposit slip of courier service	CALL FOR CANDIDATES <i>Preparation and Implementation of 7th European Working Conditions Survey (EWCS)</i> Internal Reference No.: 171104/4643 European Foundation for the Improvement of Living and Working Conditions Operational Support Unit For the attention of Lidia Jankowska Wyattville Road Loughlinstown Co. Dublin D18 KP65 IRELAND
In person (hand delivered to Eurofound premises)	<b>17:00 (close of office hours)</b>	Proof of receipt, signed and dated by Eurofound staff who takes delivery	Internal Reference No.: 171104/4643 European Foundation for the Improvement of Living and Working Conditions Operational Support Unit For the attention of Lidia Jankowska Wyattville Road Loughlinstown Co. Dublin D18 KP65 IRELAND

Mail can be received from 09.00 to 17.00 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of Eurofound.

Requests to Participate received which are postmarked, collected by the courier, hand-delivered after the deadline for receipt of tenders will be deemed inadmissible

5. Requests to Participate must be:
  - perfectly legible so that there can be no doubt as to words and figures;
  - drawn up using the Standard Reply Form applicable for Step 1 (PART C of the Procurement Documents).
6. The period of validity of the Request to Participate, during which candidates may not modify the terms of their Requests to Participate in any respect, is **7 months** from the deadline for the submission of Request to Participate.
7. The period of validity of the subsequent tender (if applicable), during which tenderers may not modify the terms of their tenders in any respect, is **5 months** from the deadline for the submission of tenders.
8. The candidates should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.
9. All costs incurred for the preparation and submission of requests to participate/tenders are to be borne by the candidates/tenderers and will not be reimbursed.
10. Contacts between the Client and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

### **Communication with regard to Step 1 of the procedure**

#### Before the date of receipt of the Requests to Participate:

Upon request, Eurofound may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made through the eTendering platform using the web link provided in the contract notice. Only in case of the eTendering being not accessible, contact may be made in writing only to [OSUTenders@eurofound.europa.eu](mailto:OSUTenders@eurofound.europa.eu) quoting exactly the following reference number in the subject line: **171104/4643**.

Eurofound is not bound to reply to requests for additional information received after **27/04/2018**.

Eurofound 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 as referred to above will be included in the Question & Answers Section which is updated and posted on <https://etendering.ted.europa.eu/general/page.html?name=home> under the specific call for tender. 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 Requests to Participate

If obvious clerical errors in the Request to Participate need to be corrected or if confirmation of a specific or technical element is necessary, Eurofound will contact the relevant candidate, provided this does not lead to substantial changes to the terms of the submitted Request to Participate.

## Communication with regard to Step 2 of the procedure

### Before the date of receipt of tenders:

Communication during the second step of the procedure will be in writing only to [OSUTenders@eurofound.europa.eu](mailto:OSUTenders@eurofound.europa.eu) quoting exactly the following reference number in the subject line: **171104/4643**. Any information provided by Eurofound will be sent simultaneously to all tenderers.

### 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, Eurofound will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

11. This Invitation to Participate is in no way binding on Eurofound. Eurofound's contractual obligation commences only upon signature of the contract with the successful tenderer.
12. Up to the point of signature, Eurofound may cancel the award procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
13. Once Eurofound has opened the request to participate/tender, it becomes its property and it shall be treated confidentially.
14. 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 Request to Participate/tender and to check the e-mail address you have provided regularly.
15. If processing your reply to the Invitation to Participate/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 Mattanja de Boer at Eurofound ([Mattanja.deBoer@eurofound.europa.eu](mailto:Mattanja.deBoer@eurofound.europa.eu)). 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).
16. 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/library/explained/management/protecting/privacy\\_statement\\_des\\_en.pdf](http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_des_en.pdf)

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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.

A note for interested parties based in the United Kingdom:

Since the United Kingdom notified on 29 March 2017 its intention to leave the Union, pursuant to Article 50 of the Treaty on European Union, the Treaties will cease to apply to the United Kingdom from the date of entry into force of the withdrawal agreement or, failing that, two years after the notification, unless the European Council, in agreement with the United Kingdom, decides to extend that period. Therefore, from 30 March 2019 or, as explained above, a date as agreed by the Council and the UK, it is likely that the United Kingdom will become a 'third country'.

This procurement procedure requires that the contracting party is established in an EU Member State. The United Kingdom remains, for the time being, a Member State with all rights and obligations. Therefore Eurofound will gladly accept requests to participate and subsequent tenders from interested parties from the UK. There are no limitations for subcontracting with parties in the UK as rules for access to the market do not apply to subcontractors.

However, as Eurofound is currently unsure as to the outcome of this process, we would like to advise potential contractors that there might eventually be legal repercussions for a contract to be concluded and consequences for the continuation of the contract beyond the date that the United Kingdom will leave the Union.

Yours faithfully,

*Lidia Jankowska*

Lidia Jankowska

OSU Workflow Officer