



Karlsruhe, 03/09/2018

Dear Sir/Madam,

**Subject: Invitation to submit a candidature
Provision of Social Assistance at the JRC Karlsruhe site
Procedure reference number: JRC/KRU/2018/R.7/0086/RC**

1. The European Commission is planning to award the contract referred to above. The procurement documents consist of the contract notice, this invitation letter, the tender specifications and the draft contract.
2. This contract will be awarded in two steps. As a first step, if you are interested in this contract, you will need to 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 on paper, in one original. The request to participate must also be provided in electronic format on CD, DVD or USB stick. In the case of discrepancy between the paper and the electronic copy, the paper copy will prevail.

You must submit the request to participate to the following address:

CALL FOR TENDERS

JRC/KRU/2018/R.7/0086/RC – Provision of Social Assistance at the JRC Karlsruhe site

European Commission

Joint Research Centre

JRC.R - Support Services (Brussels)

JRC.R.7 - Support Services Karlsruhe

Hermann-von-Helmholtz-Platz 1

D-76344 Eggenstein-Leopoldshafen

To the attention of Mr/Ms: CONI Regina

a) either by post or by courier not later than the time-limit specified under Heading IV.2.2 of the contract notice, in which case the evidence of submission shall be constituted by the postmark or the time-stamp of the deposit slip, to the address indicated above.

b) or delivered in person not later than 16:00 CET on the date specified under Heading IV.2.2 of the contract notice to the address indicated above. In this case, a receipt must be

obtained as proof of submission, signed and dated by the official in the Commission's mail department who took delivery. The department is open Monday to Friday from 09.00 to 12.00 and from 14.00 to 16.00 CET. It is closed on Saturdays, Sundays and official holidays of the contracting authority.

4. In case of submission by registered letter or courier, tenderers are invited to communicate the details of dispatch of the tender by e-mail to: jrc-procurement-karlsruhe@ec.europa.eu using the procedure reference number in the subject of the e-mail.
5. Requests to participate must be:
 - perfectly legible so that there can be no doubt as to words and figures;
6. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is indicated in Heading IV.2.6 of the contract notice.
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 candidates or tenderers are exceptionally allowed under the following conditions only:

Before the date specified under Heading IV.2.2 of the contract notice:

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 eTendering website indicated under Heading I.3 of the contract notice 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.

Any additional information including that referred to above will be posted on the website indicated under Heading I.3 of the contract notice. 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 due to an obvious clerical error the candidate has omitted to submit evidence or make statements, the contracting authority shall, except in duly justified cases, ask the candidate to provide the missing information or clarify supporting documents.

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 shall, except in duly justified cases, 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 procurement procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or 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 (award decision) 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 Head of organisation attached to a Director General JRC.DDG1 - Deputy Director-General in charge of Directorate R. Details concerning the processing of your personal data are available on the privacy statement at:
https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.
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 136 of the Financial Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)
16. You may submit any observations concerning the procurement procedure to the contracting authority using the contact means under point 9. 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>).

¹ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

17. 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 under Heading VI.4.1 of the contract notice.

Procurement Officer
CONI Regina