



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL JUSTICE AND CONSUMERS

Directorate D: Equality  
**Director**

Brussels, 18/06/2015  
JUST/A/4/JD/ARES(2015)2632357

**Subject: INVITATION TO TENDER**

**Open call for tender: JUST/2014/RPPI/PR/EQUA/0150 - Pilot project - Capacity-building for Roma civil society and strengthening its involvement in the monitoring of National Roma Integration Strategies**

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=941>

Dear Sir/Madam,

1. The European Commission (hereafter "the Contracting Authority") is planning to award the public contract referred to above. Please find enclosed the related tender specification listing all the documents that must be produced in order to submit a tender, and the draft service contract.
2. If you are interested in this contract, you should submit your tender electronically via the e-Submission application in one of the official languages of the European Union no later than **09/09/2015 at 12:00 (CET)**, through the following link:  
<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=941>

It is recommended that you register in the e-tendering application (see "Action-Subscribe to call for tenders" on the right hand side of the page). You will then be able to ask questions concerning this call for tenders and you will be regularly informed of automatic updates on changes that may be published (documents/additional information, Questions and Answers etc.).

In order to access the e-Submission application, the first step is to create a user account in the Commission system (European Commission Authentication System - ECAS):  
[http://ec.europa.eu/visits/documents/ecas-step-by-step\\_en.pdf](http://ec.europa.eu/visits/documents/ecas-step-by-step_en.pdf)

A button "Submit your Tender" will be then displayed and you will be able to access the e-Submission application.

Before proceeding to fill in the tender details in the system, you need to accept the Terms & Conditions and acknowledge the Privacy Statement of the e-Submission application.

Once all information and documents have been encoded and uploaded in the e-Submission application and you consider that the tender is complete, the application will require you to consolidate the tender into one consolidated tender package. A Tender Preparation Report will be generated by the e-Submission application. The application will require you to save both files (i.e. the consolidated tender package and the Tender Preparation Report) on your local computer.

The Tender Preparation Report must be signed in one of two possible ways:

- a) Hand signature (preferably in blue ink)

You print out the Tender Preparation Report. The single tenderer's or lead partner's authorised representative(s) should hand sign the Tender Preparation Report. Upon signature, you will upload the scanned, signed document in the e-Submission application. The tender (including the scanned copy of the Tender Preparation Report) needs to have been uploaded within the "Receipt Time Limit" indicated herein.

The original, signed Tender Preparation Report should also be sent immediately after submission, but does not need to be within the deadline, **by registered mail**, to the following **postal address**:

European Commission  
Directorate-General Justice and Consumers,  
Unit JUST/A4, MO-59 04/21  
Public Procurement Department  
Avenue du Bourget 1  
B-1140 Brussels (Evere)  
Belgium

b) Electronic signature

You may electronically sign the submission by generating an electronic signature on the Tender Preparation Report. No electronic signature generation tool is provided to the tenderers by the e-Submission application and, therefore, you can sign using the eSignature tool of your choice. The electronic signature should meet the specifications for acceptable signatures as defined in the Signature Policy (see section 3.2 Implementation rules regarding the EO electronic signature on Tender Preparation Report: [https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/spotsHelpPage.jsp](https://webgate.ec.europa.eu/supplier_portal_toolbox/spotsHelpPage.jsp)).

Both (i) the consolidated tender package; and (ii) the electronically signed or scanned hand signed Tender Preparation Report need to be uploaded into the e-Submission application.

You will receive a tender receipt confirmation in your e-Submission mailbox, including information about the timestamp put on your tender by the e-Submission system. This is considered as the official time of receipt and will constitute proof of compliance with the deadline given above.

The signature of the single tenderer's or lead partner's authorised representative(s) on the Tender Preparation Report will be considered as binding with respect to the terms of the tender.

You are advised not to wait to submit the tender until the last moment before the deadline for receipt indicated herein. In case of any problems with the submission of the electronic tender, we recommend that you call the helpdesk in reasonable time before the time limit for receipt.

After submitting a tender, but within the time limit for receipt, you may still submit a new version of your tender. To do this, you should upload a new consolidated tender package containing corrected tender documents together with formal notification by letter that the previous tender is withdrawn.

If, after submission, you wish to withdraw your tender, you must send a duly signed letter by registered post to the address mentioned above identifying the name and reference of the tender you wish to withdraw. This notification must be signed by the same authorised legal representative(s) who previously signed the tender in question.

**Late receipt will lead to the exclusion from the award procedure for this contract.**

In order to familiarise you with the system and to test whether your workstation configuration is working correctly with our environment, you are invited to access the following test environment at:

[https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/spots/openSpots.do?CFTUID=TEST\\_CFT-NO\\_LOTS&VERSION=1&CAID=5790001791483&screenWidth=1000&screenHeight=850](https://webgate.ec.europa.eu/supplier_portal_toolbox/spots/openSpots.do?CFTUID=TEST_CFT-NO_LOTS&VERSION=1&CAID=5790001791483&screenWidth=1000&screenHeight=850)

This will enable you to make a test submission well in advance of the time limit for receipt indicated herein.

3. Opening of the tenders:

The opening of received electronic tenders will take place on **11/09/2015 at 10:30** in the **Commission premises located at 59 Rue Montoyer, 1040 Brussels, Belgium.**

One authorised representative of each tenderer may attend the opening of the tenders. Tenderers who plan to attend the opening session must notify their intention by sending an e-mail at least 2 working days in advance to the following address: [JUST-A4-CFT@ec.europa.eu](mailto:JUST-A4-CFT@ec.europa.eu)

4. Contacts between contracting authorities and tenderers during the contract award procedure are prohibited throughout the procedure except in exceptional circumstances and under the conditions set out below:

(a) Before the closing date for the submission of tenders:

- Replies to all requests for additional information solely for the purpose of clarifying the nature of the contract will be communicated simultaneously to all registered parties.

Requests for additional information shall be made in writing through:  
<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=941>

**Requests received less than five working days before the time limit for receipt indicated herein will not be processed.**

- On its own initiative, if it discovers any error, inaccuracy, a lack of precision, an omission or any other type of clerical defect in the text of the call for tenders, the Contracting Authority may inform registered parties simultaneously and in a manner identical with that applicable in respect of the original invitation to tender.

Any additional information including that referred to above will be posted on  
<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=941>

The website [http://ec.europa.eu/justice/newsroom/contracts/index\\_en.htm](http://ec.europa.eu/justice/newsroom/contracts/index_en.htm) will also be updated regularly and it is the tenderer's responsibility to check for updates and modifications during the tendering period. The Commission will not be liable in case tenderers do not take note of the additional information published.

- (b) If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, the Contracting Authority may contact the tenderer, although such contact may not lead to any alteration of the terms of the tender.

If needed, a relevant clarification request will be sent to e-mail address indicated in your tender and should be answered by e-mail.

5. Submission of a tender implies acceptance of all the terms and conditions stipulated in the following documents:

- (a) This invitation to tender;
- (b) The conditions contained in the attached **tender specifications**;
- (c) The attached draft **service contract (special and general conditions)**; and, where appropriate, waiver of the tenderer's own general or specific terms and conditions.  
Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

6. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 6 (six) months from the deadline for submission of tenders indicated herein.
7. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
8. This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer.
9. Up to the point of signature, the Contracting Authority may either abandon the procurement or 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.

10. Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.
11. 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 Data Controller. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the Data Controller. For the purpose of this invitation to tender the Data Controller is Unit SRD.01: 'Budget, control and ex-post audits' of the Shared Resource Directorate of Directorates-General Migration and Home Affairs and Justice and Consumers, LX 46 00/43, BE-1049 Brussels.

Any queries concerning the processing of personal data of the Candidate can be addressed to the Data Controller by using the e-mail address mentioned under Point 2 of this invitation to tender.

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

[https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/privacyStatement/privacyStatementPage.jsp](https://webgate.ec.europa.eu/supplier_portal_toolbox/privacyStatement/privacyStatementPage.jsp)

You are informed that for the purposes of safeguarding the financial interest of the Union, your personal data may be transferred to internal audit services, to the Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

12. Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:
  - the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) ),
  - or
  - the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE) )
13. You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with the contact details in your tender and to check it regularly.

Thank you for your interest in the work of the European Commission.

[signed]

Salla SAASTAMOINEN