



Stockholm,

Date : 28/8/2015

Dear Sir/Madam,

**Subject: Expert management of molecular typing data for Listeria – OJ/24/08/2015-PROC/2015/024**

1. ECDC is planning to award the public contract referred to above. The tender documentation consists in this letter, the tender specifications with its annexes and the draft contract.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.
3. You must submit your tender exclusively on paper, in one original and 4 copies. The tenders 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 ROOM".

The inner envelope must also contain three closed envelopes, one containing the technical tender, one the financial tender and another one the administrative documents. Each of these envelopes must clearly indicate the content ("Technical", "Financial" and "Administrative").

You must submit the tender:

- a) either by post or by courier no later than **13/10/2015** to the address indicated below. In this case, the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip,
- b) or delivered in person no later than 16.30 CET on **13/10/2015** to the address indicated below. In this case, the tenderer must obtain a proof of receipt, signed and dated by the staff member at ECDC's Mail room who took delivery.

ECDC's mail room is open from 08.00 to 16.30 Monday to Friday. It is closed on Saturdays, Sundays and ECDC's holidays.

European Centre for Disease Prevention and Control (ECDC)  
Attn: Procurement Back Office  
**Expert management of molecular typing data for Listeria –  
OJ/24/08/2015-PROC/2015/024**  
Granits väg 8  
171 65 Solna  
Sweden

4. Tenders must be:
  - signed by an authorised representative of the tenderer;
  - perfectly legible so that there can be no doubt as to words and figures;
5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract 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. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
7. 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 indicated in point 3:

At the request of the tenderer, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made in writing only through the eTendering website at <https://etendering.ted.europa.eu> in the "questions and answers" tab, by clicking "create a question".

The contracting authority is not bound to reply to requests for additional information received less than five working days before the final date for submission of tenders.

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

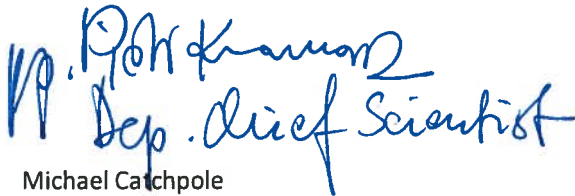
Any additional information including that referred to above will be posted on the eTendering website indicated above. The website will be updated regularly and it is your responsibility to check for updates and modifications during the tendering period.

After the opening of tenders

If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.

8. 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.
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 contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
11. 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 your contact details in your tender and to check it regularly.

12. 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 ECDC. 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).
13. 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 2014/792/EU of 13.11.2014 on the Early Warning System to be used by the authorising officers of the Commission and by the executive agencies (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))



Handwritten signature of Michael Catchpole, with the text 'Dep. Chief Scientist' written below it.

Michael Catchpole  
Chief Scientist and Head of the Office of the Chief Scientist

