



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL COMMUNICATION

Directorate Strategy and Corporate Communications  
Unit A.2 Corporate Communication Contracts and Services

Brussels,  
ARES

Dear Sir or Madam,

**Subject:** Invitation to tender No PO/2016-05/A2 concerning an open procedure for the provision of services linked to the organisation of corporate communication events

Contract notice published in EU O.J. S - see Etendering website, "data" tab at the following link: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1433>

Additional advertising on: [Europa](#)<sup>1</sup>

1. The European Commission is planning to award the public contract referred to above. The procurement documents consist in the contract notice referred to above, this invitation letter and the tender specifications with their annexes, including 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 on paper, in one original and two copies, one of which unbound.

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".

The inner envelope must contain two closed envelopes, one containing the administrative elements and the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

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<sup>1</sup> [http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/headquarters/index\\_en.htm](http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/headquarters/index_en.htm)

The time limit for receipt of the tender is **31/05/2016**. You must use one of the following means of submission listed below. Receipt is understood as the time at which the tenderer hands over the tender to the post office or courier service or central mail department.

Means of submission	Time limit	Evidence	Address for delivery
Post	<b>24:00 CET</b>	Postmark	<b>PO/2016-05/A2</b> <b>Provision of services linked to the organisation of corporate communication events</b> European Commission Directorate General Communication, Unit A.2 Corporate Communication Contracts and Services, Office Loi 56 04/080 For the attention of Ms Anna STOLARSKA B – 1049 Brussels Belgium
Courier	<b>24:00 CET</b>	Deposit slip of courier service	<b>CALL FOR TENDERS</b> <b>PO/2016-05/A2</b> <b>Provision of services linked to the organisation of corporate communication events</b> European Commission Directorate General Communication, Unit A.2 Corporate Communication Contracts and Services, Office Loi 56 04/080 For the attention of Ms Anna STOLARSKA Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium
In person (hand delivery)	<b>17:00 CET</b>	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	

Mail can be received from 07.30 to 17.30 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

4. Tenders must be:
  - perfectly legible so that there can be no doubt as to words and figures;
5. 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.
6. Submission of a tender implies acceptance of all the terms and conditions set out in this 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.
7. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
8. A maximum of two representatives per tender can attend the opening of tenders as provided in Section IV.2.7 of the contract notice. For organisational and security reasons, the tenderer must provide the full name and ID or passport number of the

representatives at least 3 working days in advance to : [COMM-A2-TENDERS@ec.europa.eu](mailto:COMM-A2-TENDERS@ec.europa.eu). Failing that, the contracting authority reserves the right to refuse access to its premises.

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 to through the eTendering website at <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1433> 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 six working days before the date of receipt of tenders indicated in Point 3.

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 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 procurement 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 (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 Unit. 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).

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<sup>2</sup>. For more information, see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm).

Date and signature

Nathalie DAVIES

Acting Director

- Annexes:**
- I Tender Specifications
  - II Draft framework contract for services and its associated annexes
  - III Declaration of honour relating to exclusion and selection criteria
  - IV Checklist of documents to be provided with the tender
  - V Financial Offer
  - VI Case studies

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<sup>2</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.