



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY

Directorate C - Renewables, Research and Innovation, Energy Efficiency
The Director

Brussels,
ener.c.3.dir(2016)2908925

Subject: CALL FOR TENDERS No. ENER/C3/2016-537-02 concerning support in the preparatory work for ecodesign and energy labelling measures including tyres labelling and Energy Star labelling programme from:

Lot 1: Consumers NGOs: stakeholder representation

Lot 2: Environmental NGOs: stakeholder representation.

Dear Sir/Madam,

1. The European Commission is planning to award the contract referred to above. The procurement documents consist in the contract notice referred to above, this invitation letter, the tender specifications with their annexes and the draft contract.
2. If you are interested in this contract, you must submit your tender exclusively on paper, **in one original**, in one of the official languages of the European Union. In addition, 3 separate paper copies of part D and a copy of the offer on a USB stick have also to be submitted.

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". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

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

For your bid to be found admissible the confidentiality thereof must have been ensured and the deadline for submission met.

The tender must be received no later than 19/08/2016. You must use one of the 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 of dispatch	Address for delivery
Post	24:00 CET	Postmark	CALL FOR TENDERS ENER/C3/2016-537/02 <i>[insert lot N°]</i> European Commission Directorate General for Energy Unit C3, DM24 04/099

			B – 1049 Brussels
Courier	24:00 CET	Deposit slip of courier service	CALL FOR TENDERS ENER/C3/2016-537/02 <i>[insert lot N°]</i> European Commission Directorate General for Energy Unit C3, DM24 04/099 Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium
In person (hand delivery)	16:00 CET	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	

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

3. Tenders will be opened at 11.a.m. on 30/08/2016, at 24 Rue De Mot, office 4/101, Directorate-General for Energy, unit C3, 1040-Brussels, Belgium.

Tenderers may attend the meeting but be represented by not more than one person. At the end of the opening session, the Chairman of the opening committee will indicate the name of the tenderers and the decision concerning the admissibility of each offer received. The prices mentioned in the bids will not be communicated.

3. Tenders must be:

- signed by a duly authorised representative of the tenderer. The original signature of the single tenderer's or lead partner's authorised representative) (preferably in blue ink) on the identification form (Annex 1 of the technical specifications) shall be considered as the signature of the tender, binding the single tenderer or the group of partners to the terms included in the tender;
- perfectly legible so that there can be no doubt as to words and figures;

4. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is six months from the date indicated in point 3.
5. 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.
6. All costs incurred for 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 candidates or 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 through the eTendering website, 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 2.

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 eTendering website. 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.

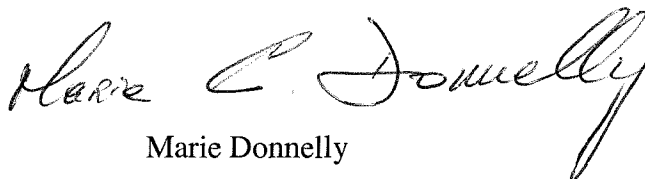
8. This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.
9. Up to the point of signature, the contracting authority may cancel the award procedure without 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, 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 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.
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

the Director of the Shared Resource Directorate. Details concerning the processing of your personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

13. 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 Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

Date and signature



Marie Donnelly

¹ 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.