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|  | **The European Foundation for the Improvement of Living and Working Conditions (Eurofound)** |

Dublin, June 16

Dear Sir/Madam,

**Subject:** Study onTHE FUTURE OF MANUFACTURING – Policy developments and practices of apprenticeships in selected EU Member States and world competing regions

**Lot 1** - Analytical review of apprenticeships in the manufacturing sector in selected EU Member States and world competing regions.

**Lot 2** - Adapting apprenticeship programmes to structural change and changing demands in the manufacturing sector - Case study examples.

 **- Internal Reference No: *150009/4055***

1. Eurofound is planning to award one contract covering both lots referred to above. The procurement documents consist of the contract notice publication on Internet referred to above, this invitation letter (PART A), the tender specifications (PART B), the standard reply form (PART C) and the draft contract (PART D).
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.

You must submit your tender request to participate exclusively on paper, in triplicate (one marked “Original” and 2 copies).

(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 tender must be dispatched no later than **04.08.16**. You must use one of the following means of submission:

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| Means of submission | Time limit(GMT) | Evidence of dispatch | Address for delivery |
| Post | **24:00** | Postmark | CALL FOR TENDERSTHE FUTURE OF MANUFACTURING – Policy developments and practices of apprenticeships in selected EU Member States and world competing regions Internal Reference: **150009/4055**European Foundation for the Improvement of Living and Working ConditionsOperational Support UnitFor the attention of Lidia JankowskaWyattville RoadLoughlinstown Co. Dublin D18 KP65 IRELAND |
| Courier | **24:00** | Deposit slip of courier service | CALL FOR TENDERSTHE FUTURE OF MANUFACTURING – Policy developments and practices of apprenticeships in selected EU Member States and world competing regions Internal Reference: **150009/4055**European Foundation for the Improvement of Living and Working ConditionsOperational Support UnitFor the attention of Lidia JankowskaWyattville RoadLoughlinstown Co. Dublin D18 KP65 IRELAND |
| In person (hand delivered to Eurofound premises) | **17:00****(close of office hours)** | Proof of receipt, signed and dated by Eurofound staff who takes delivery |

Mail can be received from 09.00 to 17.00 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of Eurofound. Please note 01/08/2016 is a public holiday in Ireland and Eurofound premises will be closed.

Tenders received which are postmarked, collected by the courier, hand-delivered after the deadline for receipt of tenders will be deemed inadmissible

1. Tenders must be:
	* perfectly legible so that there can be no doubt as to words and figures;
	* drawn up using **PART C:** the standard reply form in the procurement documents.
2. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is **5 months** from the deadline for the submission of tenders.
3. The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.
4. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
5. Contacts between Eurofound 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:

Any additional information including that referred to above will be included in the Question & Answers Section which is updated and posted on <https://etendering.ted.europa.eu/general/page.html?name=home> under the specific call for tender. The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.

Upon request, Eurofound may provide additional information solely for the purpose of clarifying the procurement documents.

Eurofound 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

Eurofound is not bound to reply to requests for additional information received after the **28.07.16.**

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, Eurofound will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

1. This invitation to tender is in no way binding on Eurofound. Eurofound's contractual obligation commences only upon signature of the contract with the successful tenderer.
2. Up to the point of signature, Eurofound 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.
3. Once Eurofound has opened the tender, it becomes its property and it shall be treated confidentially.
4. 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.
5. 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 *Mattanja.deBoer@eurofound.europa.eu**.* Details concerning the processing of your personal data are available on the privacy statement at: <http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf>.
6. 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[[1]](#footnote-1). For more information, see the Privacy Statement on <http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf>)

Yours faithfully,

**Lidia Jankowska**

Lidia Jankowska

OSU Workflow Officer

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. [↑](#footnote-ref-1)