INVITATION TO TENDER

Title: "Provision of banking services"
Reference: OC/EFSA/FIN/2017/01
Procurement procedure: Open call

Dear Madam/Sir,

1. The European Food Safety Authority (EFSA) is planning to award the contract referred to above. The procurement documents consist of the contract notice, this invitation letter, the tender specifications with their annexes and the draft contract. You are also invited to read the **EFSA Guidance for tenderers** available on the EFSA website which aims to assist the potential tenderers in their understanding of EFSA procurement procedures.

2. If you are interested in this contract, you are requested to submit your tender electronically via the e-Submission application in one of the official languages of the European Union, preferably in English no later than **26/04/2017 at 14:30 (CET)** through the e-tendering website. Responsibility rests with you to ensure that your tender is fully, completely and correctly uploaded before the time limit for receipt (14.30). Failure to respect this time limit will result in the rejection of your officer for non-compliance with the deadline for tenders.

   In order to access the e-Submission application, please refer to the instructions under Part 3 of the tender specifications.

3. Tenders must be:
   - signed by a duly authorised representative of the tenderer (Tender preparation report must be signed by hand – for more details refer to Part 3 of the tender specifications);
   - 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 9 months from the closing date and time for offers receipt.

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 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 of receipt indicated in point 2:

     Upon request, EFSA may provide additional information solely for the purpose

of clarifying the nature of the procurement documents. Any requests for additional information must be made in writing only through the e-Tendering website, using the "questions and answers" tab, by clicking "create a question". EFSA 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.

EFSA 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 e-Tendering 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. Opening of the tenders:

   The opening of received electronic tenders will take place on **27/04/2017 at 14:30** in EFSA premises located at Via Carlo Magno 1/A, 43126 Parma, Italy. 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 e-mail address: EFSAProcurement@efsa.europa.eu

   - The public opening of the offers will take place on the date and in the location indicated in the indicative procedure timetable on page 2 of the Tender Specifications. One representative of each tenderer, duly mandated, is allowed to attend this opening. If a tenderer wishes to be present, he/she shall inform EFSA services not later than two days before the opening date, at the following e-mail address: EFSAProcurement@efsa.europa.eu.

9. This invitation to tender is in no way binding on EFSA. EFSA's contractual obligation commences only upon signature of the contract with the successful tenderer.

10. 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.

11. Once EFSA has opened the tender, it becomes the property of EFSA and it shall be treated confidentially.

12. 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 this e-mail address regularly.

13. Processing your offer in the context of EFSA procurement procedures involves the recording and processing of personal data (i.e. the name, any CV and contact

details and/or financial details of individuals contained in your offer) pursuant to Regulation (EC) No 45/2001[1].

Detailed information on the processing of personal data in the context of EFSA procurement procedures is provided in the Privacy Statement available on EFSA's website.

14. 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[2]. For more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)

We hope this opportunity is of interest to you and we look forward to hearing from you.

Yours faithfully,

Signature: **Date: 20.02.2017**

Selomey Yamadjako
(signed)

Head of BuS

[1] Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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, Official Journal of the European Union, L.8, 12.1.2001, pp.1-22

[2] 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.