EUROPEAN COMMISSION
DIRECTORATES-GENERAL
ENVIRONMENT AND CLIMATE ACTION
SRD - Shared Resources Directorate
SRD.2 - Finance

EN

Brussels, Launch Date 13/4/2012
ENV.E.4/SER/2012/0015
FC/ajs Ares(2012) 512709.

Dear Sir/Madam,

Contract: ***Technical assistance for the monitoring of LIFE projects (action grants and operational grants), communication about the LIFE programme and other linked activities***
Reference: ENV.E.4/SER/2012/0015

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1. I enclose the invitation to tender for the above-mentioned contract.

2. If you are interested in this contract, you should submit a tender in triplicate in one of the official languages of the European Union.

3. You may submit your tender in one of the following ways:

   a) by registered mail or private courier service sent to the address below not later than **05-06-2012** (proof will be the postmark, the date of dispatch or the date of the deposit slip);

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"Markets Team"

DG ENV/CLIMA.SRD.2 (BU-9 04/029)

B-1049 Brussels - B E L G I Q U E

   b) delivered by hand (by the tenderer in person or by an authorised representative), **to arrive** not later than **16:00** hours on **05-06-2012**, in which case a receipt must be obtained as proof of submission, signed and dated by one of the officials who took delivery, to the address mentioned below. The department is open from 08.00 to 17.00 Monday to Thursday, and from 08.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

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4. Tenders must be submitted as follows:

   a) One signed original and two copies of your tender must be placed inside two sealed envelopes (one inside the other). The outer and inner envelope, addressed to the department indicated in the invitation to tender, should be marked as follows: 'Invitation to tender - Not to be opened by the internal mail department', indicating the company name and tender reference number (see example below). If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

   Each envelope must be marked as follows (failure to do so could result in the exclusion of your offer):

   INVITATION TO TENDER

   Call for tender n°: ENV.E.4/SER/2012/0015.
   From:(Company name) .....

   NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT.

5. The specifications for this contract and the draft contract are enclosed with this invitation to tender. The specifications list the documents that must be produced in order to submit a tender, including supporting evidence of economic, financial, technical and professional capacity and the exclusion criteria.

6. All tenders must be:
   - signed by the tenderer or his duly authorised representative;
   - perfectly legible so that there can be no doubt as to words and figures;
   - drawn up using the model reply forms in the specifications.

7. Period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect: 12 months from the final date for submission.

8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract and, where appropriate,

waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

9. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

   i) Before the final date for submission of tenders:
   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 using the E-Tendering website ("Create a question" Tab) :

      https://etendering.ted.europa.eu/cft/cft-display.html?cftId=61

      Requests for additional information received less than five working days before the final date for submission of tenders will not be processed.

      The Commission 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 published at the following address:

      https://etendering.ted.europa.eu/cft/cft-display.html?cftId=61

   ii) 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 that the terms of the tender are not modified as a result.

10. This invitation to tender is in no way binding upon the Commission. The Commission'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 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.

12. Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.

13. You will be informed whether or not your tender has been accepted

14. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.

15. 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 data controller, Director SRD (ENV-DATA-PROTECTION-COORDINATOR@ec.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.

16. Your personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) 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 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/info_contract/legal_entities_en.htm), 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/library/sound_fin_mgt/privacy_statement_ced_en.pdf)

Date : 13.4.2012

Signature :

p.o. François Casana
Head of Unit

ANNEXES:

1. Tender Specifications
2. Standard form of draft contract and general conditions (for information only)