

GENERAL ADMINISTRATIVE AND SUBMISSION CLAUSES

The European Investment Bank (EIB) is launching a Call for Tenders (restricted procedure) with the aim of establishing Framework Agreements with Service Providers in the Urban Development, Water, and Solid Waste sectors throughout its countries of operations, to provide support to the projects of the Bank (in particular those of the Urban Development and the Water Management Divisions).

If you wish to participate in this call for tenders, please forward your Application enclosed in two sealed envelopes, the outer envelope bearing instructions not to open the inner envelope (original and electronic copy in one envelope), which should be marked:

DO NOT OPEN:
**Title: Consultancy Services for the Urban Development, Water,
and Solid Waste Sectors**
Reference number: PC-1426
**Deadline for receipt of requests to participate: 27 November
2017**

and delivered:

(a) either by registered post, to the following address:

EUROPEAN INVESTMENT BANK
Reference: PC-1426
Procurement and Purchasing Division
98-100 boulevard Konrad Adenauer
L-2950 LUXEMBOURG

by **27 November 2017** at the latest, as evidenced by the postmark,

(b) or by handing it in (by messenger or courier) at the reception desk of the

EUROPEAN INVESTMENT BANK
Reference: PC-1426
Procurement and Purchasing Division
98-100 boulevard Konrad Adenauer
L-2950 LUXEMBOURG

Applications must be posted or handed in by **27 November 2017** at the latest (up to midnight in the case of delivery as described in (b) above).

The receipt dated and signed by the employee at the reception desk who receives the Application (reception desk open 24 hours a day) shall form the evidence of the Application having been handed in.

Applications will not be accepted which:

- (a) are not sent in two sealed envelopes;
- (b) are not sent or delivered by hand to the EIB before the specified deadline (as evidenced by the postmark or receipt signed and dated by the officer at the reception desk);
- (c) do not conform to the provisions of this Call for Tenders.

The Application must take account of the following provisions:

1. The candidate must declare that it has taken note of the terms and conditions of the call for tenders and has had the opportunity to gauge the scope and quality of the works, supplies and services required, as well as the possible difficulties.
2. The candidate cannot invoke any error, inaccuracy or omission in its Application to call the contract into question or to attempt to have it amended.
3. The EIB reserves the right to reject any Application that fails to comply with the specifications of this call for tenders.
4. Applications must be drawn up in writing in English (Applications in other languages will not be accepted).
5. Documents of general interest submitted by candidates will be taken to form an integral part of the Application.
6. Applications must correspond to the PQQ Application Form item by item.
7. The EIB reserves the right to select candidates, in accordance with the criteria set out in the procurement documents, or not to select any candidate. The EIB may cancel the Call for Tenders procedure without notice at any time. Prospective candidates should only participate to the Call for Tenders procedure on the understanding that they would not be entitled to any form of compensation, should the EIB decide to interrupt the procurement procedure before the contract is signed.
8. The candidate is free to use subcontracting, but will remain fully responsible with respect to the EIB. The choice of subcontractors will be subject to the EIB's approval.
9. Participation in this call for tenders involves the following obligations for the candidates:
 - to accept all the terms and conditions mentioned in the procurement documents;
 - to waive their own terms and conditions.
10. The following documents shall form an integral part of this Call for Tenders:
 - Tender Doc 1 – General Administrative and Submission Clauses for submission of applications
 - Tender Doc 2 – Guidance Note
 - Tender Doc 3 – PQQ Application Form
 - Tender Doc 4 – Documentary Evidence
 - Tender Doc 5 – Completion Certificate Template
 - Tender Doc 6 - General Administrative and Submission Clauses for submission of tenders
 - Tender Doc 7 – ITT TORS
 - Tender Doc 8 – Case Studies Lot 1
 - Tender Doc 9 – Case Studies Lot 2
 - Tender Doc 10 – Pricing schedule
 - Tender Doc 11 – Model Framework Agreement
 - Tender Doc 12 – General terms and conditions for framework agreements for the provision of services to the European Investment Bank
 - Tender Doc 13 – Draft Mini-Contract implementing the Framework Agreement
11. Any requests for additional information should be addressed in writing by **13 November 2017** at the latest exclusively via the eTendering platform. Requests not submitted via the eTendering platform will not be considered. The corresponding link is indicated in the Contract Notice, section I, "Electronic access to information". The eTendering platform contains a

questions/answers section permitting candidates to send questions within the deadline specified above and consult the EIB's replies.

The EIB will publish its replies on this platform at least 6 calendar days before the deadline for submission of Applications.

12. Applications must be drawn up on paper as well as an electronic version clearly marked with the name of the candidate and the Ref. Number. **Paper version and electronic version must be identical, otherwise Applications might be rejected for non-compliance with the procurement documents.**
13. Before the assignment begins, the service provider will undertake to comply with all current laws and provisions and to obtain all relevant permits required to provide the services described.
14. Candidates will be informed by e-mail only of the outcome of their Applications. It is the candidate's responsibility to provide a valid e-mail address together with his contact details in his application and to check this e-mail address regularly.
15. Only tenders from candidates that have been shortlisted and invited to tender will be considered.
16. Any dispute concerning procurement conducted by the EIB would fall under the jurisdiction of the European Court of Justice.

Privacy statement

The personal data provided by you will be processed in accordance with Regulation (EC) 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. The information requested for the Call for Tenders is necessary in order to assess your tender and will be used solely for that purpose under the authority of the EIB Procurement and Purchasing division (CS/IMP/PROCUR), in accordance with EIB's Corporate & Technical Assistance Procurement Guide¹, approved by the Management Committee of the EIB. Please note that for your application to be considered, it may be mandatory to answer some or all of the questions in the declaration to be made by the tenderer. The mandatory/optional nature of these questions is outlined in the specific Call for Tenders document. In order to assess the tender, the personal data provided by you will be accessed by members of the Evaluation Committee and of the Directorate which requested the Call for Tenders. Upon request, access to this data may be granted to the EIB's Office of the Chief Compliance Officer, the legal services or the Inspectorate General. The data of the successful candidate shall be retained for the duration of the contract, plus two years in the central archives, unless these are needed in the context of litigation or claims. The data of unsuccessful candidates shall be retained for four years, unless these are needed in the context of litigation or claims. You have the right to access and rectify or update your data. You can exercise these rights by contacting the Head of the CS/IMP/PROCUR division (CS-procurement@eib.org). You also have the right to have recourse at any time to the European Data Protection Supervisor.

¹ <http://www.eib.org/eib.org/infocentre/publications/all/guide-for-procurement-of-services-supplies-and-works-by-the-eib-for-its-own-account.htm>