Ref. Ares(2018)1596599 - 22/03/2018

EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate A- Policy, Coordination and Resources
ENV.A.5 - Finance

Brussels, launch date 22-03-2018
ENV.C.3/SER/2018/0005

Dear Sir/Madam,

Subject: ***Analysing the effect of residential solid waste burning on ambient air quality in Central and Eastern Europe and potential mitigation measures***
ENV.C.3/SER/2018/0005

1. The European Commission is planning to award the contract referred to above. The procurement documents consist of this invitation letter, the tender specifications with their annexes and the draft contract.

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

3. You must submit your tender exclusively on paper, in one original and **2** copies.

   The tender must be placed inside two closed envelopes (one inside the other) addressed as indicated below. The outer and inner envelope should be marked as follows: "CALL FOR TENDERS - NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT", indicating the company name and tender reference number (see example below).

CALL FOR TENDERS

Call for tender n°: ENV.C.3/SER/2018/0005.
From:(Company name) .....

NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT.

You may submit your tender by letter in one of the following ways:

a) by post (preferably registered mail) or private courier service **sent** to the address below not later than **03-05-2018** (proof will be the postmark, the date of dispatch or the date of the deposit slip);

b) delivered by hand (by the tenderer in person or by an authorised representative), **to arrive** not later than **16:00** hours on **03-05-2018**, 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. Mail can be received from **07.30** to **16.00** Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the contracting authority

Means of submission	Time limit	Evidence of dispatch	Address for delivery
Post	**24:00 CET**	Postmark	CALL FOR TENDERS **ENV.C.3/SER/2018/0005** **European Commission** **DG ENV.A.5** **Markets Team (BU 9,01/005)** **B-1049 Brussels** **Belgium**
Courier	**24:00 CET**	Deposit slip of courier service	CALL FOR TENDERS **ENV.C.3/SER/2018/0005** **European Commission** **DG ENV.A.5** **Markets Team (BU 9,01/005)** **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	

4. Tenders must be:

   - perfectly legible so that there can be no doubt as to words and figures;
   - drawn up using the model reply forms in the tender specifications.

5. 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 date indicated in point 3.

6. 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.

7. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

8. A maximum of two representatives per tender can attend the opening of tenders as provided in Section IV.2.7 of the contract notice. For organisational and security reasons, the tenderer must provide the full name and ID or passport number of the representatives at least 3 working days in advance to: env-tenders@ec.europa.eu . Failing that, the contracting authority reserves the right to refuse access to its premises

9. 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 at https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3409 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 deadline indicated in point 3. See Question and Answer deadlines at the e-tendering link above. 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 https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3409. 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.

10. 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.

11. 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.

12. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.

13. 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.

14. 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 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.

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

Signature :

(e-signed)

Alexandra Vakrou
Head of Unit

ANNEXES:

1. Tender Specifications

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

[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.

Electronically signed on 22/03/2018 16:32 (UTC+01) in accordance with article 4.2 (Validity of electronic documents) of Commission Decision 2004/563