



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR INFORMATICS

Resources Directorate
Procurement and Contracts

Brussels, *postmark date*
DIGIT/R2-CTR Ares 611623 (2014)

Subject: Call for Tenders DIGIT/R2/PO/2013/022 DESKTOP III

Dear Sir/Madam,

Please find enclosed the *Tendering Specifications* for the above call for tenders.

1. CONTACT POINT

Please note that any contact between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

1.1- 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=421>

The Commission may decide to group and publish together in a consolidated document the replies to questions received during a certain time interval.

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 errors 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=421>

1.2- 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 tender proved that the terms of the tender are not modified as a result.

2. IMPORTANT DATES

Deadline date for objecting to mandatory questions (see §7.2 of the Guidebook “ <i>Submitting an offer in response to a call for tenders issued by the Directorate-General Informatics</i> ”)	14/05/2014
Deadline date for raising any other questions	21/05/2014
Deadline date for submission of offers	28/05/2014
Opening of offers Rue Belliard, 28 – Office 06/SDR2 1049 Brussels.	04/06/2014 at 10:00 am

3. OTHER REQUIREMENTS

See §7 and 8 of the Guidebook “*Submitting an offer in response to a call for tenders issued by the Informatics Directorate*” for further details on the formal requirements for submission of tenders.

Please note that any information, questions or observations, of whatever kind, contained in this correspondence can in no way be regarded as a commitment on the part of the Commission. No binding commitment will be entered into until after completion of the procurement procedure, with the signing of the relevant contract.

I look forward to receiving your bid.

Yours faithfully,

(signed)

Martin BILBAO
Head of Unit

Enclosure: Tendering Specifications