



EUROPEAN COMMISSION
DG Human Resources and Security

HR.DDG.R.1 Unit Finance, Procurement & Internal Control.

Brussels,
ARES

Dear Sir/Madam,

Subject: Invitation to submit a request to participate (1st stage of the restricted procedure)

EPSO.01/PR/2018/011 – Delivery of video remote interviews

1. The European Commission is planning to award the contract referred to above. The procurement documents (will) consist in the contract notice, this letter of invitation to submit a request to participate, the invitation to tender, the Tender Specifications with their annexes and the draft contract.
2. This contract will be awarded in two steps. As a first step, if you are interested in this contract, you should submit a request to participate in one of the official languages of the European Union.

This first stage, the ‘selection phase’, will consist of the evaluation of request to participate on the basis of the exclusion and selection criteria as stated in sections III.1 and III.2 of the tender specifications.

Please note that some parts of the tender documents are confidential and will be made accessible only to selected candidates.

For the second step, the ‘award phase’, only the selected candidates will be invited to submit a tender and will receive unrestricted access to the tender specifications. Any tender received from a legal or natural person not invited to submit a tender will be rejected.

3. You must submit the documents and information requested in the Tender Specifications with your request to participate on paper, in one original and 2 copies (of which one unbound). In addition, please provide one electronic version on a USB stick. Please note that the paper version takes precedence.

The request to participate must be placed inside two closed envelopes addressed as indicated below. The exterior envelope should be marked as follows: "CALL FOR TENDERS – EPSO.01/PR/2018/011 – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT – À NE PAS OUVRIR PAR LE SERVICE DU COURRIER".

The time limit for receipt of the request to participate is 11/12/2018. You must use one of the means of submission listed below. Receipt is understood as the time at which the candidate hands over the request to participate to the post office or courier service or central mail department.

Means of submission	Time limit	Evidence	Address for delivery
Post	24:00 CET	Postmark	CALL FOR TENDERS EPSO.01/PR/2018/011 European Commission Directorate-General Human Resources and Security, Unit HR.DDG.R.1 office SC11 06/49 For the attention of "HR CONTRATS MARCHÉS" B – 1049 Brussels Belgium
Courier	24:00 CET	Deposit slip of courier service	CALL FOR TENDERS EPSO.01/PR/2018/011 European Commission Directorate-General Human Resources and Security, Unit HR.DDG.R.1 office SC11 06/49 For the attention of "HR CONTRATS MARCHÉS"
In person (hand delivery)	17:00 CET	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium

Mail can be received from 07.30 to 17.30 Monday to Friday. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

4. Requests to participate must:
 - be perfectly legible so that there can be no doubt as to words and figures;
 - be drawn up using the model reply forms in the tender specifications.
5. All costs incurred for the preparation and submission of requests to participate/tenders are to be borne by the candidates/tenderers and will not be reimbursed.
6. Contacts between the contracting authority and candidates is 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=4039> 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 date for receipt of requests to participate indicated in point 3.

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 indicated above. 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 the request to participate/tenders:

If obvious clerical errors in the request to participate/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.

7. The invitation to submit a request to participate/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.
8. Up to the point of signature, the contracting authority may cancel the procurement procedure without the candidates or tenderers being entitled to claim any compensation. Any such decision must be substantiated and the candidates or tenderers notified.
9. Once the contracting authority has opened the request to participate/tender, it becomes its property and it shall be treated confidentially.
10. You will be informed of the outcome of the selection phase by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your request to participate and to check this e-mail address regularly.
11. If processing your request to participate/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 request to participate/tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by *Unit HR.DDG.R.1 of DG Human Resources and Security*. Details concerning the processing of your personal data are available on the privacy statement at: https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.
12. 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 Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)
13. You may submit any observations concerning the procurement procedure to the contracting authority using the contact means under point 6. If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>).

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.

14. Within two months of notice of the award decision, you may launch an action for annulment of the award decision. Any request you may make and any reply from us, or any complaint for maladministration, will have neither the purpose nor the effect of suspending the time-limit for launching an action for annulment or to open a new period for launching an action for annulment. The body responsible for hearing annulment procedures is indicated in Section VI.4.1 of the contract notice.
15. During the procedure, candidates/tenderers may be asked to register and supply a Participant identification Code (PIC, a nine-digit number), which will be the unique identifier of their organisation in the participant register. The candidate/tenderer will receive instructions for creating a PIC in due course. Once the candidate/tenderer has sent in the PIC, the EU's Validation Service will contact the candidate/tenderer (via the participants register's integrated messaging system) and ask them to provide the supporting documents required to prove the organisation's legal existence and status and its economic and financial capacity. All the relevant details and instructions will be provided in this separate notification.
16. Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates/tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force candidates/tenderers from the UK could be rejected from the procurement procedure.

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