



Ispra, 18/06/2015

Subject: Invitation to tender

"Framework contract for supply of consumables and reagents to be used on the instrument biorad QX200™ droplet digital™ PCR system"

CFTW Code: JRC/IPR/2015/I.3/0019/OC

Dear Sir/Madam,

1. The European Commission is planning to award the public contract referred to above. Please find enclosed the related tender specification listing all the documents that must be produced in order to submit a tender and the draft contract.

The present call for tender is regulated by the Regulation (EU, Euratom) N. 966/2012 of the European Parliament and of the Council of 25/10/2012 on the financial rules applicable to the general budget of the Union and by the Commission Delegated Regulation (EU) N. 1268/2012 of 29/10/2012 on the rules of application of Regulation (EU, Euratom) N. 966/2012.

2. If you are interested in this contract, you should submit a tender in one original, one paper copy and one electronic copy in one of the official languages of the European Union. In the event of a disparity between the paper and electronic copies the paper copy shall take precedent.

The electronic copy shall be provided on a CD(R), DVD(R) or USB flash drive (only) and included in the envelope containing the Technical Offer.

The electronic copy shall contain three sections:

- Technical offer;
- Financial offer;
- Administrative compliance;

providing the information as outlined at section 4 of the Administrative Annex "Structure of the offer".

Each section shall be the subject of a separate file in word, pdf, excel, powerpoint, openoffice, or any other equivalent format. Each file must clearly indicate the name of the tenderer, or the lead tenderer in case of a grouping, the section of the offer it contains and the date when it is submitted - e.g. ABC - Technical Offer -dd-mm-yy

3. Tenderers shall submit tenders by letter:

- a) either by post or by courier not later than **20/07/2015**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below.

In this case, tenderers are kindly requested to communicate the date and the mail service or courier used, via e-mail to **jrc-ihcp-procurement@ec.europa.eu** to the attention of the person indicated below.

- b) or delivered by hand not later than **16.00 20/07/2015** to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery.

The department is open Monday to Friday from 09.00 to 12.00 and from 14.00 to 16.00. It is closed on Saturdays, Sundays and Commission holidays.

In both cases you must submit your offer to the following address:

CALL FOR TENDERS - NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT

Ref: **JRC/IPR/2015/I.3/0019/OC**

European Commission - Joint Research Centre

Resources Directorate - Finance and Procurement Unit

Via E. Fermi, 2749

I-21027 Ispra (VA)

ITALY

For the attention of Mr Marius Patachia TP 581

Tenders must be placed inside two sealed envelopes. The outer envelope, addressed as indicated above, should be marked as follows: **"CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT"**. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The outer envelope must contain:

- The documentation and information required to fulfil the exclusion and selection and administrative requirements;
 - two sealed envelopes, one containing the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").
4. Tenders must be:
- signed by a duly authorised representative of the tenderer;
 - perfectly legible so that there can be no doubt as to words and figures.
 - tenderers must include the draft contract with all the blanks duly completed and signed by the bidder's legal representative.

For administrative purposes, please also complete the "Tenderer Certificate-Declaration of Honour", the "Legal Entity Form" and the "Financial Identification Form". The forms must be returned duly dated and signed. Please also provide evidence that the legal representative is so authorised to sign.

5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is **6 months** from the final date for submission.
6. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
7. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
8. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

- 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 in writing only to JRC-IHCP-PROCUREMENT@ec.europa.eu

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 on the following web-site <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=828> under the following reference number: **JRC/IPR/2015/I.3/0019/OC**. The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.

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

9. This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer.

10. 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.
11. Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.
12. You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.
13. 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 Director of the Institute for Health and Consumer Protection of the Joint Research Centre. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
14. Your personal data 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 2014/792 of 13.11.2014 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE),
 - 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/explained/management/protecting/protect_en.cfm#BDCE)

M. Patachia
Procurement Officer

ATTACHMENT

List of Tender documents available at the following website
<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=828>

1. Contract Notice
2. Invitation to Tender
3. Administrative Annex
4. Declaration of Honour (model)
5. Financial Offer form Table A
6. Draft Contract and annexes

Annex I Technical specifications reference No **JRC/IPR/2015/I.3/0019/OC**

Annex II Contractor's tender (reference No [complete] of [insert date])

Annex III Procedure to introduce materials through the Customs

Annex IV Model order form

7. Contractor reference: forms to be filled in

Financial Identification:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Legal Entity:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm