



Vilnius, 25. 01. 2012  
EIGE/VL/vzD/2012/ 29

Subject: Invitation to tender  
Open procedure for Framework Service Contract EIGE/2012/ADM/01  
Provision of Travel, Accommodation and Related Services

Dear Sir/Madam,

1. The European Institute for Gender Equality, the regulatory agency of the European Union, is planning to award a public contract referred to above. I enclose the call for tenders relating to the above-mentioned contract.
2. If you are interested in this contract, you should submit a tender in triplicate (one original and two copies) in one of the official languages of the European Union.
3. Tenderers may choose to submit tenders:
  - a) either by registered post or by courier not later than 29/02/2012, 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 below
  - b) or delivered by hand to the address below not later than 16:00 Vilnius time (EET) on 29/02/2012. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the EIGE's Secretariat who took delivery. The Secretariat is open from 09:30 to 16:00 Monday to Friday. It is closed on Saturdays, Sundays and EIGE holidays.

The address for submission:

*European Institute for Gender Equality*  
Invitation to tender No. EIGE/2012/ADM/01  
*Švitrigailos g. 11M*  
*03228 Vilnius, Lithuania*

Late submission will lead to the exclusion of the tender from the award procedure for this Contract. Offers sent by e-mail or fax will also be non-admissible.

4. Tenders must be placed inside two sealed envelopes. The outer envelope, should bear the addressed and mention of the procurement procedure, as indicated above

The inner envelope should be marked as follows:

Invitation to tender EIGE/2012/ADM/01  
NOT TO BE OPENED BY THE SECRETARIAT/ADMINISTRATION

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope must also contain two sealed envelopes, one containing the technical proposal and all other sections requested in the tender specifications except the financial proposal, and the other containing the financial bid. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

5. The tender specification listing all the documents to be produced, including supporting evidence of economic, financial, technical and professional capacity and the draft contract are attached to this invitation to tender.
6. Tender must be:
  - a. signed by the tenderer or his duly authorised representative. Financial Proposal is signed separately;
  - b. perfectly legible so that there can be no doubt as to words and figures, having numbered pages;
  - c. drawn up following the instruction and using the standard forms attached to the specifications.
7. Period of validity of the tender, during which tenderer may not modify the terms of its tender in any respect: 06 months from the final date for submission.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation, in the specification and in the draft contract, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
9. Contacts between the contracting authority and the tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the deadline for submission of tenders:

- At the request of the tenderer, EIGE may provide additional information solely for the purpose of clarifying the nature of the contract.

Any request for additional information must be sent in writing only to the following e-mail address: [procurement@eige.europa.eu](mailto:procurement@eige.europa.eu)

Requests for additional information received by EIGE less than five working days before the final date for submission of tenders will not be processed.

- EIGE 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 posted on EIGE's website: <http://www.eige.europa.eu/>

After the opening of the tenders:

If clarification is required or if obvious clerical errors in the tender need to be corrected, EIGE may contact the tenderer provided the terms of the tender are not modified as a result.

10. This invitation to tender is in no way binding on EIGE. The Institute'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 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 tenderers notified.
12. Once EIGE has opened the tender, the document shall become the property of the Institute and it shall be treated confidentially.
13. You will be informed whether or not your tender has been accepted.
14. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
15. 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

A tenderer may, upon request, obtain the communication of personal data and rectify any inaccurate or incomplete personal data. Any queries concerning the processing of personal data should be addressed to EIGE's Data Protection Officer.

A tenderer has the right to recourse at any time to the European Data Protection Supervisor for matters relating to the processing of personal data.

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 European Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), 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](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE))

  
no. Virginija Langbakk  
Director  
EIGE  
L. Sandrin  
Head of Administration

