



Director

Vilnius,
EIGE/VL/as D/2011/ 877

**Subject: Invitation to tender - Call for tenders EIGE/2011/OPER/04
"Framework contract for the provision of services for organising events
and technical meetings"**

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 preferably in English, the working language of EIGE.
3. The deadline for submission of tenders is:

16/05/2011

Tenders must be:

- a) either sent by registered mail (date as postmark serving as evidence of timely submission) to the address below
- b) or sent by courier services (date of deposit slip serving as evidence of timely submission) to the address below
- c) or delivered by hand, in person or by an authorised representative no later than 16.00 hours Vilnius time (EET) on 16/05/2011 (date of acknowledgement of receipt by the Institute serving as evidence of timely submission) to the address below

***European Institute for Gender Equality
Invitation to tender No: EIGE/2011/OPER/04
Švitrigailos str. 11M
03228 Vilnius, Lithuania***

The deadline shall stay the same in all cases of submission. 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 inner envelope should mention the above address and be marked as follows:

***"Invitation to tender EIGE/2011/OPER/04 –
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 inner envelope must also contain two sealed envelopes, one containing the technical specifications and the other the financial bid. Each of these envelopes must clearly indicate the content ("Technical Offer" and "Financial Offer").

5. The tender specifications 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, including Financial Proposal;
 - 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: 12 months from submission date.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation, in the specifications and in the draft contract. 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 to the following e-mail address: procurement@eige.europa.eu

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

- 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 tender.

Any additional information including that referred to above will be published 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.

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.

11. You will be informed whether or not your tender has been accepted.
12. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
13. Processing your reply to the invitation to tender will involve 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.

14. You are informed that for the purposes of safeguarding the financial interest of the Union, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation¹ may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the Commission.



Virginija Langbakk

¹ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (OJ L 248 of 16.09.2002), as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 (OJ L 390 of 30.12.2006)