



EUROPEAN COMMISSION
Directorate-General for Education and Culture

Directorate Lifelong Learning: horizontal policy issues and 2020 strategy
Education and Training in Europe 2020: country analysis

Brussels,
EAC/A/1
ECO_SOC_ASPECTS_E&T.001

Subject: Public open tender EAC/22/2012: "European expert network on economics of education (EENEE)"

Contracting Authority: European Commission, Directorate-General for Education and Culture

Dear Sir/Madam,

You are hereby invited to submit a bid for the above tender, in accordance with the procedures laid down in this Invitation to Tender, with the Specifications, and with all related annexes, including the Terms of Reference. Please take careful note of all of the information contained in these documents, since bids received which are not in conformity with the requirements specified cannot be accepted.

1. PUBLICATION

This tender follows the publication of the contract notice in the Official Journal of the European Union Nr OJ S 134

2. SUBMISSION OF THE BIDS

Bids must be drawn up in one of the official languages of the European Union. Each bid must contain one original and 2 copies.

Tenderers may submit offers:

- (a) Either by post or by courier, **not later than 3/09/2012**, 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 following address:

European Commission
Directorate-General for Education and Culture
Tenders for Unit A1 – MADO 09/14
For the attention of Mr. Michael Teutsch
B-1049 Brussels
BELGIUM

or

(b) delivered by hand to the following address:

European Commission
Directorate-General for Education and Culture
Tenders for Unit A1 - MADO 09/14
For the attention of Mr. Michael Teutsch
Avenue du Bourget, 1
B-1140 Brussels (Evere)
BELGIUM

not later than 16h00 on 03/09/2012. 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 from 08.00 to 16.00 Monday to Friday. It is closed on Saturdays, Sundays and Commission holidays.

Tenders must be submitted in a sealed envelope itself enclosed within a second sealed envelope, addressed as indicated under (a) or (b) above. The inner envelope must bear, in addition to the address under (a), the words, “Appel d’offres EAC/22/2012 – A ne pas ouvrir par le service du courrier. Invitation to tender EAC/22/2012 – Not to be opened by the mail service.” If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

3. OPENING OF THE BIDS

A committee will be set up to open the tenders and to check whether the procedures for the submission of tenders have been complied with. This committee will open the tenders on **10/09/2012** at 11am in DG EAC’s meeting room 10/077, Tour Madou, 1 place Madou, B-1210 Saint-Josse-Ten-Noode

A representative of each Tenderer may attend the opening of the bids.

4. TENDERS

Tenders must be:

- (1) drawn up preferably on the Tenderer's headed paper;
- (2) perfectly legible in order to rule out any doubt whatsoever concerning the words or figures;
- (3) drawn up using the enclosed model reply forms (where applicable);
- (4) signed by the Tenderer or his duly authorised representative.

5. DOCUMENTS TO BE PROVIDED BY THE TENDERER:

- (1) Annex 3 including the forms referred to therein, as set out in point 1 of the Tender Specifications accompanied by the supporting documents described in these forms;
- (2) The declaration on honour with respect to the Exclusion Criteria and absence of conflict of interest (Annex 4), as set out in point 4 of the Tender Specifications;
- (3) The documents required for the appraisal of Tenders on the basis of the Selection Criteria set out in point 5 of the Tender Specifications;
- (4) The documents required for the appraisal of Tenders on the basis of the Award Criteria set out in point 6 of the Tender Specifications;
- (5) The completed form in Annex 5, giving the price, in accordance with point 7 of the Terms of Reference.

6. ACCEPTANCE OF CONDITIONS

Submission of a tender entails:

- (6) acceptance by the Tenderer of all the terms and conditions stipulated in this Invitation to Tender, in the Specifications, and all the Annexes thereto, including the draft Contract. This submission binds the Tenderer to whom the contract is awarded, for the duration of the contract.
- (7) Where appropriate, waiver of the Tenderer's own general or specific terms and conditions.

7. PERIOD OF VALIDITY OF BIDS

Tenderers must keep their bids open, in respect of all the conditions therein, for a period of nine months after the deadline for the submission of bids. The conditions set out in the Tenderer's bid may not be varied in any respect during that period.

8. CONTACT BETWEEN THE CONTRACTING AUTHORITY AND THE TENDERERS

Tenderers will be informed of the outcome of their offers, which is expected to be known by October 2012.

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 Tenderers, 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 Michael.Teutsch@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 sent simultaneously to all Candidates who have requested the specifications and will be published under the Frequently Asked Questions of the relevant call on our website: http://ec.europa.eu/dgs/education_culture/calls/tenders_en.html

- 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. DATA PROTECTION

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) n° 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 Directorate-General for Education and Culture. Details concerning the processing of your personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

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 n° 969/2008 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), or

- the Commission Regulation n° 1302/2008 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).

I look forward to receiving your offer in response to this Invitation to Tender.

Yours sincerely,



Michael Teutsch
Head of Unit

Enclosures: Tender Specifications
 Annex 1: Terms of Reference
 Annex 2: Draft contract (for information)
 Annex 3: Information concerning the Tenderer (to be filled in and signed by the Tenderer)
 Annex 4: Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest (to be filled in and signed by the Tenderer)
 Annex 5: Price and Estimated budget breakdown (to be filled in and signed on each page by the Tenderer)
 Annex 6: Economic and financial capacity

