



EUROPEAN COMMISSION

DG Budget

Resources

General Coordination, Finance and HR Business Correspondent

Brussels,
BUDG R2/ Ares(2018)

Dear Sir/Madam,

Subject: Invitation to tender (open procedure)
Tender reference: BUDG18/PO/02 Lot 1 and Lot 2
Tender title: Connectivity to the SWIFT Interbank Network (SWICONN2)
Contract notice in the Official Journal

1. The European Commission, Directorate General for Budget, as the Contracting Authority, is planning to award the contracts referred to above. The procurement documents consist of the contract notice, this invitation letter, the tender specifications with their annexes and the draft contract. All documents are available at the following website:
http://ec.europa.eu/budget/contracts_grants/call_tenders/call_tenders_DGbudg/call-tenders_fr.cfm
2. If you are interested in these contracts, you should submit a tender in one of the official languages of the European Union.
3. The call for tender contains 2 lots:

Lot	Description
1	“OSCAR” (Odd lines): covers the installation, configuration, and maintenance of 2 leased lines operating in Alliance Connect Gold setups, one for each of the Telecom Centres WINDHOF and HOST.
2	“ECHO” (Even lines): covers the installation, configuration, and maintenance of 2 leased lines operating in Alliance Connect Gold setups, one for each of the Telecom Centres WINDHOF and HOST.

You must submit your tender, per lot, in one printed original with one copy in electronic format (PDF on a hard support such USB, CD-ROM or DVD-ROM).

The tender (for a given lot) must be placed inside two sealed envelopes addressed as indicated below. The inner and outer envelopes should be marked as follows:

“CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT”

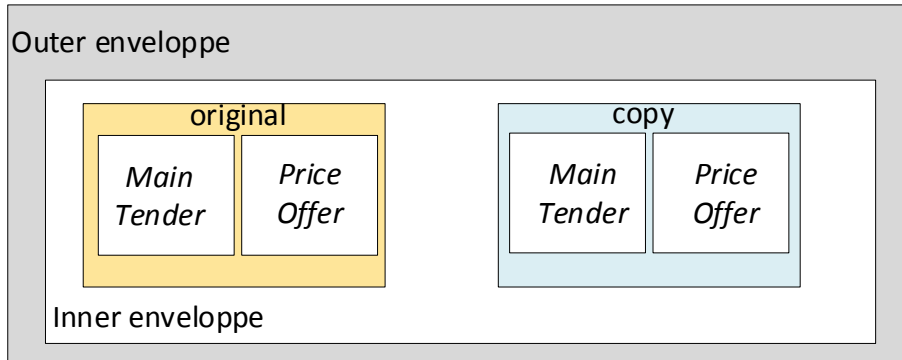
The inner envelope must itself contain two sealed envelopes, one containing the original (labelled “Original”), one the electronic copy (labelled “Copy”).

The envelope containing the original tender (labelled “Original”) must itself contain two envelopes: The first of such sub-envelopes shall contain the tender, minus the price offer, while the remaining sub-envelope shall contain the price offer. These two sub-envelopes

must clearly indicate their contents, respectively as follows: "*Lot Li – Main Tender*" and "*Lot Li– Price Offer*".

The envelope containing the electronic copy (labelled “Copy”) shall follow the exact same rules of pricing separation as required for the original.

The following diagram provides a graphical description of the envelope setup:



The time limit for receipt of the tender is **27/11/2018**. You must use one of the means of submission listed below. Receipt is understood as the time at which the tenderer hands over the tender to the post office, or courier service, or else central mail department. A tender received after the time-limit for receipt of tenders will be rejected.

Means of submission	Time limit	Evidence	Address for delivery
Post	24:00 CET	Postmark	CALL FOR TENDERS Open procedure BUDG18/PO/02 European Commission Directorate General for BUDGET, Unit R4, Office BRE2 07/442 For the attention of Mr. Marc Parmentier B – 1049 Brussels Belgium
Courier	24:00 CET	Deposit slip of courier service	CALL FOR TENDERS European Commission Directorate General for BUDGET, Unit R4, Office BRE2 07/442 For the attention of Mr. Marc Parmentier
In person (hand delivery)	16:00 CET	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	Central Mail Office Av. du Bourget 1 B-1140 Brussels, Belgium

Mail can be received from 07.30 to 16.30 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the Contracting Authority.

4. Tenders must be:

- perfectly legible so that there can be no doubt as to words and figures;
- whenever relevant, drawn up using the model reply forms in the tender specifications;
- signed by an authorised representative of the tenderer¹.

Tenderers must ensure that their submitted tenders contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement documents.

5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is indicated in Section IV of the contract notice.
6. Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
7. All costs incurred for 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 candidates or tenderers are 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 requests for additional information must be made in writing via the tender functional mailbox BUDG-2018-PO-02@ec.europa.eu.

The Contracting Authority is not bound to reply to requests for additional information received less than six working days before the date of receipt of tenders 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.

The web page of this tender² will be updated regularly and it is your responsibility to check for updates and modifications during the tendering period.

¹ In case of a joint tender, every tendering group member (identified by its name, function, company, registered address, and VAT number) is required to sign a declaration designating the tenderer that shall act as the Group Leader in case of award. This declaration is to be attached to the cover letter of the offer.

After the opening of tenders:

If obvious clerical errors in the 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 a substantive changes to the terms of the submitted tender.

9. This invitation to 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.
10. 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. This decision must be substantiated and the candidates or tenderers notified.
11. Once the Contracting Authority has opened the tender, it becomes its property and it shall be treated confidentially.
12. You will be informed of the outcome of this procurement procedure (award decision) by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address 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 of the European Parliament and the Council 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 Unit BUDG.R4 of the European Commission. Details concerning the processing of your personal data are available on the privacy statement at: https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures_en
14. 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 136 of the Financial Regulation³. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)
15. You may submit any observations concerning the procurement procedure to the Contracting Authority using the contact means under Heading I.1 of the contract notice. If you believe that there was maladministration, you may lodge a complaint to the

² http://ec.europa.eu/budget/contracts_grants/call_tenders/call_tenders_DGbudg/call-tenders_fr.cfm

³ REGULATION (EU, Euratom) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018.

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>).

16. 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 of the contract notice.
17. Tenders will be opened in public at the time and place indicated under Heading IV.2.7 of the contract notice. A maximum of one representative per tender can attend the opening of tenders as provided in Section IV.2.7 of the contract notice. For organisational and security reasons, the tenderer must provide the full name and ID or passport number of the representatives⁴ at least three working days in advance to: BUDG-2018-PO-02@ec.europa.eu.

The representatives will be required to sign an attendance sheet. The contracting authority reserves the right to refuse access to its premises if the above information is not provided as required.

18. The public part of the opening session (with the presence of the representatives of the tenderers) will be strictly limited to the following aspects:

Verification that each offer has been submitted correctly (in particular, that the deadline for submission has been complied with);

- Announcement of the names of tenderers. The names announced will be those of the companies having sent or deposited offers, as they appear on the envelopes, receipts and/or routing slips. These names may or may not correspond to the precise legal identity of the actual tenderers and may not include other companies involved in the offers (e.g. as partners in joint offers).

The Opening Committee will play no further role in the procedure.

19. The offers will be assessed by an *Evaluation Committee* working under conditions of confidentiality. Once the assessment is completed, the Evaluation Committee will draw-up a report for the competent authorizing officer, who will make the final decision on the award of the contract. Offers will be assessed in several stages, in the light of the criteria explicitly announced beforehand in the contract notice and/or the Tendering Specifications. Only offers meeting the requirements of each stage of the assessment will be admitted to the next stage. In addition to the information contained in the offers, the Contracting Authority reserves the right to use any other information from public or

⁴ This data is necessary to ensure access to Commission buildings. Details concerning the processing of personal data for visitors to the European Commission are available in the privacy statement at: https://ec.europa.eu/info/files/data-protection-notice-visitors-european-commission_en

specialist sources, provided that this use complies with the general principles of transparency, proportionality, equal treatment and non-discrimination.

Electronically signed

Raluca Blanaru
Head of Unit

Enclosures (2):

Annex 1 – Tender Specifications and annexes

Annex 2 – Draft contract model.