



EUROPEAN COMMISSION
DIRECTORATE-GENERAL COMMUNICATION

Strategy and Corporate Communication
Audiovisual Services

Brussels,
COMM/A4/ND/AA-sd

Dear Sir/Madam,

Subject: Invitation to tender No. PO/2015-05/A4 concerning an interinstitutional open procedure for the provision of professional audio, video and photographic equipment and accessories, and services related to this equipment.

Contract notice published in EU O.J. S No. 80 on 24/04/2015

Additional advertising:

- on

http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/headquarters/index_en.htm

from 24/04/2015,

1. The European Commission is planning to award the public contract referred to above.
2. If you are interested in this contract, you should submit a tender in triplicate - one original and two copies, one of which is not bound – in one of the official languages of the European Union, in one of the following ways:
 - a) either by post or by courier not later than 08/06/2015, 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.
 - b) or delivered by hand not later than 17.00 on 08/06/2015 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 from 07.00 to 17.00 Monday to Friday. It is closed on Saturdays, Sundays and Commission holidays.

<p><u>By post:</u></p> <p>CALL FOR TENDERS Provision of professional audio, video and photographic equipment and accessories, and services related to this equipment Ref. No. PO/2015-05/A4 European Commission Directorate-General for Communication COMM.A.4 - Audiovisual Services Office: BERL 4/360 For the attention of: Ms Annika AGERBLAD B – 1049 Brussels Belgium</p>	<p><u>By courier or by hand:</u></p> <p>CALL FOR TENDERS Provision of professional audio, video and photographic equipment and accessories, and services related to this equipment Ref. No. PO/2015-05/A4 European Commission Directorate-General for Communication COMM.A.4 - Audiovisual Services Office: BERL 4/360 For the attention of: Ms Annika AGERBLAD Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium</p>
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Tenders must be placed inside two sealed envelopes. The inner envelope, addressed as indicated above, should be marked as follows: **"INVITATION TO TENDER PO/2015-05/A4– 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 tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

3. The tender specifications, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity, and the draft contract are available for downloading from the following address:
http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/headquarters/index_en.htm
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;
 - drawn up according to the information provided in the tender specifications (see Annex I) and the standard reply tables and forms provided.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is six 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:
COMM-AV-EQUIPMENT-TENDER@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 posted on the internet page where the tender documentation is published:

http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/headquarters/index_en.htm

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

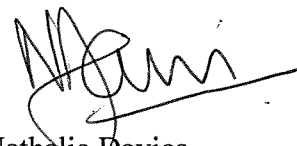
* If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.

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 Head of Unit. 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 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), 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)



Nathalie Davies
Head of unit

Annexes:

- I: Tender specifications
 - I-A: Inventory list of main equipment in each Audiovisual Unit
- II: Draft framework contract
- III: Declaration on honour concerning the exclusion criteria and absence of conflict of interest
- IV: Tables for selection criteria and financial capacity:
 - IV-A: Selection criteria
 - IV-B: Financial capacity
- V: Financial offer (Theoretical Purchase)