



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES

BALTIC SEA, NORTH SEA AND LANDLOCKED MEMBER STATES

Brussels,
MARE- E1 MCG ARES (2015).....

**Subject: Open call for tenders No MARE/2014/45
Scoping study on maritime economic data**

**Ref.: Contract notice published in the Official Journal of the European Union
S/S135 of 16/07/2015 (ref. 2015/S135 - 248783.)**

Dear Sir/Madam,

1. I enclose the call for tenders relating to the above-mentioned contract.
2. The Contracting Authority will be the Executive Agency for Small and Medium-sized Enterprises (hereinafter "EASME"), acting under powers delegated by the European Commission.
3. If you are interested in this contract, you should submit a tender in one original, 2 paper copies and an electronic copy in one of the official languages of the European Union, in accordance with section 3 of the tendering specifications.
4. Tenders must be submitted as follows:

- sent **by registered mail** no later than **9 September 2015** to the following address:

Post:
European Commission
EASME
Ref. MARE/2014/45
B – 1049 BRUSSELS

In this case, the evidence of the date of dispatch shall be constituted by the postmark.

- **delivered by hand** (by the tenderer in person or by an agent) or sent **by courier service**, posted or dispatched no later than 9 September 2015 at 16.00 (Brussels time) to the following address:

Hand delivery/Express mail:
European Commission
EASME
Mail Service
Ref. MARE/2014/45

Avenue du Bourget 1

B – 1140 BRUSSELS (Evere)

no later than 16.00 on **9 September 2015**. 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 takes delivery. The department is open from 08.00 to 17.00 from Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

Tenderers are reminded that they must obtain and keep a written proof of the date of dispatch of their tender issued by the post office or by the courier service. Failure to provide such a written proof upon request will lead to the rejection of the tender.

5. Tenders must be placed inside two sealed envelopes. The inner envelope, addressed to the department indicated in the invitation to tender, should be addressed as follows: **"CALL FOR TENDERS No MARE/45, 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 three sealed envelopes, one envelope containing the documentation for the identification of the Tenderer and exclusion and selection criteria; one envelope containing the technical tender and one envelope containing the financial tender. Each of these envelopes must clearly indicate the content ("Identification, Exclusion and Selection Criteria", "Technical" and "Financial").
6. The tendering specifications and the draft contract are attached to this invitation to tender. The specifications list all the documents that must be produced in order to tender, including the exclusion, selection and award criteria.
7. Tenders must be:
 - signed by the tenderer or his duly authorised representative;
 - perfectly legible so as there can be no doubt as to words and figures;
 - drawn up and presented according to the instructions of the tendering specifications.
8. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: 9 months as from 31/07/2015
9. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tendering specifications and in the draft contract and, 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.

All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed

10. 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 department 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 the e-mail address: mare-tenders@ec.europa.eu .

For practical reasons, requests for additional information received less than five working days before the closing 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 made available on DG MARE website at the following address:

http://ec.europa.eu/dgs/maritimeaffairs_fisheries/contracts_and_funding/calls_for_tenders/index_en.htm

The site will be updated regularly and it is 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.

11. This invitation to tender is in no way binding on the Commission or the EASME. The EASME's contractual obligation commences only upon the signature of the contract with the successful tenderer.
12. Up to the point of signature, the Commission may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.
13. Once the contracting authority has opened the tender, the tender shall become the property of the EASME and it shall be treated confidentially.
14. 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.
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 by the contracting authority. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
16. Your personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) 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/info_contract/legal_entities_en.htm), 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/library/sound_fin_mgt/privacy_statement_ced_en.pdf)

The public opening of tenders will take place on 16/09/2015 at 10:30 at the following address: EASME, Covent Garden Building (COV2), Place Rogier 16, B-1210 Brussels.

Yours sincerely,

Bernhard FRIESS

Enclosed annexes:

Annex 1: Tendering specifications

Annex 2: Draft model service contract.

Annex 3: Technical and financial tender forms.

Annex 4: Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest

Annex 5: Simplified balance sheet

Annex 6: Questionnaire and checklist