



EUROPEAN COMMISSION

Employment, Social Affairs and Equal Opportunities DG

Social protection and social integration

Free movement of workers and co-ordination of social security schemes

Brussels,
D(2006)

Subject : **Invitation to tender No VT/2006/025**

Dear Sir / Madam,

In response to your request, the European Commission is pleased to send you the documentation relating to public invitation to tender No VT/2006/025.

If you wish to participate in this tender, you are asked to submit your bid by 12/05/2006.

You may do this:

either by registered post (**including** express courier/messenger service), to be posted no later than 12/05/2006 (date as postmarked) :

- a) by **registered post** to the following *postal address* :

European Commission
Employment, Social Affairs and Equal Opportunities DG
E3 Call for Tenders VT/2006/025 - CAD Service J-27 (0/115)
1049 Brussels
Belgium

- b) by **express courier/messenger service** to the following *delivery address* :

European Commission
Employment, Social Affairs and Equal Opportunities DG
E3 Call for Tenders VT/2006/025
Rue de Genève 1
1140 Evere
Belgium

Proposals may also be delivered personally to address (b) above.

Proposals delivered personally (i.e. not via registered post or express courier service) must be **delivered by 16h00 on 12/05/2006**. Date and time of delivery will be recorded by the Central Courier Service and a signed and dated receipt will be issued to the person delivering the proposal.

Presentation of bids

Bids must be in triplicate (1 original and 2 copies) and placed inside two sealed envelopes. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape seal.

Please address the *outer envelope* to the Commission department specified above and mark it as follows:

*"INVITATION TO TENDER No. VT/2006/025 - NOT TO BE OPENED IN THE POST ROOM
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 19/05/2006."*

The *inner envelope* should be marked:

*"INVITATION TO TENDER No. VT/2006/025 - NOT TO BE OPENED IN THE POST ROOM
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 19/05/2006."
(NAME OF TENDERER)*

The submission of a bid implies acceptance of the provisions contained in:
this letter of invitation to tender
the attached tender specifications Part I and Part II;
the General Terms and Conditions applicable to service contracts awarded by the European Commission which form an integral part of the attached model contract

All bids must be:

- signed by the tenderer or his duly authorised representative;
- clearly legible to eliminate any possible doubt as to wording or figures.

Period of validity of the tender:
6 months from 12/05/2006;

The opening of tenders will take place:

Date and time : 19/05/2006 at 11h00

Address : 27 rue Joseph II, B-1000 Brussels

Tenderers will be informed of the outcome of their bid.

Bids may not under any circumstance exceed €250.000 (euro two hundred and fifty thousand).

Any contact between the contracting authority and the tenderer during the procedure is forbidden, except exceptionally under the following conditions:
before the closing date for the submission of tenders, in respect of the tender specifications and additional documents and information, the contracting authority may:
at the instance of tenderers, communicate additional information solely for the purpose of clarifying the nature of the contract; such information to be communicated on the same date to all tenderers who have asked for the specifications;
at its own instance, if it discovers an error, a lack of precision, an omission or any other type of clerical defect in the text of the contract notice, invitation to tender or specifications, inform the persons concerned on the same date and in a manner identical with that applicable in respect of the original invitation to tender;
if, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, the contracting authority may contact the tenderer, although such contact may not lead to any alteration of the terms of the tender.

This invitation to tender is in no way binding upon the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer. The contracting authority may, before the contract is signed, either abandon the procurement or cancel the award procedure without giving rise to any compensation entitlement on the part of the bidders. Where appropriate, such decision must be substantiated and be brought to the attention of the bidders.

Further information may be obtained from: empl-e3-calls-for-tender@cec.eu.int quoting the reference "VT/2006/025"

Robertus CORNELISSEN
Head of Unit

Annexes:

Annex 1a: Specifications Part I and Part II VT/2006/025

Annex 1b: Plan of Action

Annex 2: Model contract (including the Annexes, which form an integral part of the contract). Tenderers should pay particular attention to the "General Terms and Conditions applicable to service contracts awarded by the Commission of the European Communities", Annex III to the contract (Remuneration and reimbursable costs – Breakdown of prices) and Annex IV to the contract (CVs and classification of experts).

Annex 3: (Arts.93 and 94)

Annex 4 : Bank ID form

Annex 5 : Legal entity form