



Malta, 07/08/2013

**Subject:** EASO/2013/121 – Event organisation services  
Open procurement procedure – Invitation to tender

1. The European Asylum Support Office (EASO) launches a call for tender for the award of the above-mentioned contract.
2. The specifications, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity and containing the technical documentation and the draft contract, are attached.
3. The deadline for submission of tenders and related requirements are:
  - a) **either sent by registered mail**, posted no later than 16/09/2013, (date of postmark); to the following address:

European Asylum Support Office (EASO)  
Invitation to tender No: EASO/2013/121  
General Affairs and Administration Unit  
Procurement and Contracts Sector  
MTC Block A, Winemakers Wharf,  
Grand Harbour Valletta, MRS 1917, Malta

- b) **or sent by courier services**, no later than 16/09/2013, (date of deposit slip), to the address mentioned above.

European Asylum Support Office (EASO)  
Invitation to tender No: EASO/2013/121  
General Affairs and Administration Unit  
Procurement and Contracts Sector  
MTC Block A, Winemakers Wharf,  
Grand Harbour Valletta, MRS 1917, Malta

- c) **or delivered by hand**, in person or by an authorised representative no later than 16:00 hours Malta time on 16/09/2013, (date of acknowledgement of receipt by EASO) to the address mentioned above.

4. The tender must be submitted under double sealed cover.

The outer envelope should bear the address as mentioned above.

The inner envelope should be addressed to the General Affairs and Administration Unit – Procurement and Contracts Section and marked "*Invitation to tender No EASO/2013/121*" and "*Not to be opened by the internal mail service*". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape. The inner envelope must contain three sealed envelopes, one containing the administrative proposal, the second the technical proposal and the third the financial bid. Each of these envelopes must clearly indicate the content. The administrative proposal, the technical proposal and the financial bid must be submitted, in paper version (one set of originals and one set of copies).

5. Tenders must be:

- signed by the tenderer or his duly authorised representative;
- perfectly legible so that there can be no doubt as to words and figures;
- drawn up following the instructions and using the model forms in the specifications.

6. Period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect: 9 months from 16/09/2013.

7. Submission of a tender implies acceptance of the terms and conditions set out in this invitation to tender and in the specifications, including the technical documentation and 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.

8. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

a) 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 only in writing with the subject indication « EASO/2013/121 » to the following e-mail address:  
[contracts@easo.europa.eu](mailto:contracts@easo.europa.eu).

- Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.
- EASO 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 tenderers who have requested the specification.

b) 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 EASO. EASO's contractual obligation commences only upon signature of the contract with the successful tenderer.

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.

10. You will be informed whether or not your tender has been accepted.

11. Handling your reply to the invitation to tender will involve the recording and processing of personal data (such as your name, address and CV). This data will be processed in accordance with the requirements of Regulation (CE) 45/2001 on the protection of individuals with regard to the processing of personal data by Union institutions and bodies and on the free movement of such data. Except if mentioned otherwise, replies to questions and personal data are necessary for the purpose of assessing a tender according to the specifications of the invitation to tender and will only be processed for this purpose. A tenderer may, upon request, obtain the communication of personal data and rectify any inaccurate or incomplete personal data. Any queries concerning the processing of personal data should be addressed to EASO's Data Controller. As regards to the processing of personal data, a tenderer has the right to recourse at any time to the European Data Protection Supervisor.

We look forward to receiving your tender.

Yours sincerely,



Pedro Ataide  
Head of General Affairs and Administration Unit

Annex: - Specifications and draft contract