



Malta, 20/07/15  
EASO/GAAU/2015/334

**Subject:** Open procurement procedure – Invitation to tender

**Framework contracts for provision of Event Organization Services for EASO events, divided into 6 lots, file reference number EASO/2015/271**

Dear Sir/Madam,

1. The European Asylum Support Office (EASO) is planning to award the above-mentioned framework contracts.
2. If you are interested in these contracts, you should submit a tender in one original and one copy in one of the official languages of the European Union.
3. Tenderers shall submit tenders by letter:
  - a) either by post or by courier not later than 31/08/2015, 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 16.00 hours Malta time on 31/08/2015 to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by EASO.

The Office is open from 0900 to 1730hrs Monday to Friday. It is closed on Saturdays, Sundays and EASO holidays.

**By post:**

*European Asylum Support Office (EASO)  
Invitation to tender No: EASO/2015/271  
General Affairs and Administration Unit  
Procurements and Contracts Sector  
MTC Block A, Winemakers Wharf,  
Grand Harbour Valletta, MRS 1917, Malta*

**By courier or by hand:**

*European Asylum Support Office (EASO)  
Invitation to tender No: EASO/2015/271  
General Affairs and Administration Unit  
Procurements and Contracts Sector  
MTC Block A, Winemakers Wharf,  
Grand Harbour Valletta, MRS 1917, Malta*

**Tenders must be placed inside two sealed envelopes.**

The outer envelope should bear the address as mentioned above.

The inner envelope should be addressed to the General Affairs and Administration Unit – Procurements and Contracts Section and marked "Invitation to tender No EASO/2015/271" - *specify number of lot/s* 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 this 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).

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 using the model reply Form 10 of Standard Submission Forms attached to the tender documentation.

5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect is 9 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 specifications 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:

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 in writing with the subject indication « EASO/2015/271 - *specify number of lot/s* » only 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 final date for submission of tenders will not be processed.

- The 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 candidates invited to tender.

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.
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 (please refer to Form 1 "Identification of Tenderer" of Standard Submission Forms).
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 EASO's Data Controller. Details concerning the processing of your personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](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](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](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE))

We look forward to receiving your tender.

Yours sincerely,



Jose' Carreira  
Head of General Affairs and Administration Unit

