



Copenhagen, 1 February 2016

Dear Sir/Madam,

Subject: Provision of office supplies and stationery products to the European Environment Agency

Reference: Call for tenders No EEA/ADS/16/001

1. The European Environment Agency (EEA) 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 unbound and two copies) in one of the official languages of the European Union, preferably in English.

3. Tenderers may choose:

- to submit tenders either by post or by courier not later than **15.03.2016**, 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 following address:

European Environment Agency
Procurement Services
Kongens Nytorv 6
DK-1050 Copenhagen K
Denmark
For the attention of Mr Olivier Cornu

- or to deliver tenders by hand to the above-mentioned address not later than 16:00 CET on **15.03.2016**. In this case, a receipt must be obtained as proof of submission, signed and dated by the receptionist of the Agency who accepts delivery. The Agency is open from 09.00 to 17.00 Monday to Thursday and Friday from 09.00 to 16.00. It is closed on Saturdays, Sundays and official holidays.
4. The date of submission shall be legible on the outer envelope or parcel and tenders shall be submitted in accordance with the **double envelopes system**: the outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:
- The call for tenders reference No **EEA/ADS/16/001**
 - The contract title ***“provision of office supplies and stationery products to the European Environment Agency”***
 - The name of the tenderer
 - The indication ***“Tender – Not to be opened by the internal mail services”***
 - The address for submission of tender (as specified above)
 - The date of submission shall be legible on the outer envelope or parcel

The outer envelope or parcel must contain three inner envelopes, i.e. Envelopes 1, 2 and 3, corresponding to the following three sections: administrative section, technical offer and financial offer, which shall bear the indication “**Tender – Not to be opened by the internal mail services**” and shall comply with the instructions in Annex I – Tender specifications, section 2.

5. The procurement documents consist in the contract notice, this invitation letter, the tender specifications with their annexes and the draft contract. The tender specifications list all the documents that must be produced in order to tender, including supporting evidence of legal, economic, financial, technical and professional capacity.
6. 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.
7. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: **6 (six) months** from the deadline for the submission of tenders.
8. Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
9. Contacts between the EEA 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 EEA 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 through the e-Tendering website at <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1273> in the ‘questions and answers’ tab, by clicking ‘create a question’. Requests for additional information received less than 6 (six) working days before the closing date for submission of tenders will not be processed.
 - * The EEA may also, on its own initiative, provide additional information regarding any error, inaccuracy, omission or any other clerical error in the text of the procurement documents.
 - * The e-Tendering website (<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1273>) will be updated regularly and it is your own responsibility to check for updates and modifications during the tendering period. The information will also be accessible from the EEA website: <http://www.eea.europa.eu/about-us/tenders>.
 - After the opening of tenders
 - * If clarification is required or if obvious clerical errors in the tender need to be corrected, the EEA may contact the tenderer provided the terms of the tender are not modified as a result.

10. This invitation to tender is in no way binding on the EEA. The EEA's contractual obligations commence only upon signature of the contract with the successful tenderer.

Up to the point of signature, the EEA 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.

11. You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly.
12. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
13. Processing your reply to this invitation to tender will involve the recording and processing of personal data (such as your name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001¹ 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 EEA. Under the data protection Regulation (EC) No 45/2001, you are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the EEA. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.
14. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation². For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE.
15. Time table:

The timetable for this call for tenders and signature of the resulting contract is as follows:

	Date	Comments
Call for tenders launch date	02.02.2016	Dispatch of the contract notice to the Office of Publication

¹ OJEU L 8 of 12.1.2001, p. 1.

² Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended by Regulation (EU, Euratom) 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 296/1 of 30.10.2015).

Deadline for requests for clarifications	07.03.2015	At 16:00
Last date on which clarifications are issued by EEA	09.03.2016	
Time limit for submission of tenders	15.03.2016	At 16:00 in case of hand delivery or 23:59 in case of mail delivery
Opening session	23.03.2016	At 10:00 local time in the EEA premises
Evaluation of tenders	29.03.2016 to 01.04.2016	Estimated
Award decision and notification of evaluation results	04.04.2016	Estimated
Contract signature	15.04.2016	Estimated
Implementation of contract		Immediately after contract signature

[signed]

Søren Nielsen

Head of Programme
Administrative Services