

**Subject: Open Call for tender 38/2013/OP/EITPROC**  
***Development of Knowledge and Information Management Platform***

**Contracting Authority: European Institute of Innovation and Technology**

Dear Sir/Madam,

You are hereby invited to submit a tender for the above-mentioned Contract, in accordance with the procedures laid down in this Invitation to Tender, the Contract Notice, the Tender Specifications and all related annexes. Please take careful note of all of the information contained in these documents, since offers received which are not in conformity with the requirements specified cannot be accepted. The EIT's working language is English.

#### **1. PUBLICATION**

This tender follows the publication of the Prior Information Notice and the Contract Notice in the Official Journal of the European Union.

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#### **2. SUBMISSION OF THE TENDERS**

Tenders must be drawn up in one of the official languages of the European Union. Each tender must contain **one original, one copy and an electronic copy including all parts of the offer**. Please note that where there is any doubt the paper version of the offer will prevail.

Tenderers may submit offers:

- (a) Either by post or by courier, **not later than 30 September 2013** 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:

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European Institute of Innovation and Technology  
Infopark, E Building Neumann Janos utca, 1/E  
1117 Budapest - Hungary  
Call for tenders reference: 38/2013/OP/EITPROC  
For the attention of Procurement team

- (b) or delivered by hand to the following address:

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European Institute of Innovation and Technology  
Infopark, E Building Neumann Janos utca, 1/E  
1117 Budapest - Hungary  
Call for tenders reference: 38/2013/OP/EITPROC  
For the attention of Procurement team

**not later than 16.00 on 30 September 2013.** In this case a receipt must be obtained as proof of submission, signed and dated by the official in charge in the EIT premises who took delivery.

The EIT is open from 08.00 to 16.00 Monday to Friday. It is closed on Saturdays, Sundays and public holidays<sup>1</sup>.

Tenders must be submitted in a sealed envelope itself enclosed within a second sealed envelope, addressed as indicated under (a) or (b) above. The inner envelope must bear, in addition to the address under (a), the words, "Call for tenders 38/2013/OP/EITPROC - Not to be opened by the mail service." If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

### **3. OPENING OF THE TENDERS**

An Opening Board will be set up to open the tenders and to check whether the procedures for the submission of tenders have been complied with. This board will open the tenders on 7 October 2013 at 14:30 p.m. in EIT's meeting room Neumann Janos utca 1 – 1117 Infopark Budapest (HU).

Up to two representatives of each tenderer may attend the opening of the bids. The tenderers shall notify the EIT in advance in case they wish to send representatives.

### **4. TENDERS**

Tenders must be:

- (1) drawn up preferably on the tenderer's headed paper;
- (2) perfectly legible in order to rule out any doubt whatsoever concerning the words or figures;
- (3) drawn up using the enclosed model reply forms (where applicable);
- (4) the answers should be concise and clearly drafted
- (5) dated and signed by the tenderer or his duly authorised representative.

### **5. DOCUMENTS TO BE PROVIDED BY THE TENDERER:**

The tenderers are required to fill in Annex 3 of the Tender Specifications which includes the Standard Submission Form. It needs to be accompanied by the supporting documents described in these forms:

1. **Signed Cover letter:** The prospective tenderers are requested to provide a signed cover letter including the fact of submitting an offer, the identity of the tenderer and the acceptance of the terms and conditions included in the Tender Documents.
2. **Tenderer's identification form:** Prospective tenderers are requested to complete and sign the identification form. Should there be subcontracting, the EIT reserves the right to request this form to be filled in by the subcontractor.
3. **Financial identification form** which must be filled in and signed by an authorised representative of the tenderer and his/her banker. As an alternative to the signature, a

<sup>1</sup> Please note that the public holidays at the EIT might differ from those of country where the EIT is located

copy of a bank statement by hiding the turnover data which is not older than 3 months will be accepted.

4. **Legal identification form** which must be filled in and signed by an authorised representative, and should be accompanied by a:
  - a. Copy of some **official document** (official gazette, company register etc.) showing the name of the legal entity, the address of the head office, and the registration number given to it by the national authorities. In case the official document mentioned does not contain information on your VAT number, a **copy of the VAT registration document**.
5. The declaration on honour with respect to the Exclusion Criteria and absence of conflict of interest set out in Section 2 of the Standard Submission Form (Annex 3);
6. In case of Subcontracting the documents indicated in Sections 1.2 and 1.3 of the Standard Submission Form (Annex 3);
7. The documents required for the appraisal of Tenders on the basis of the Selection Criteria set out in Sections 3 and 4 of the Standard Submission Form (Annex 3);
8. The documents required for the technical appraisal of Tenders (where applicable) on the basis of the Award Criteria set out in Sections 5 of the Standard Submission Form (Annex 3);
9. The completed form in Section 6 of Annex 3 Standard Submission Form, giving the price, in accordance with the Tender Specifications required for the appraisal of Tenders on the basis of the Award Criteria set out in point 5.3 of the Tender Specifications

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## 6. ACCEPTANCE OF CONDITIONS

Submission of a tender entails:

- (1) acceptance by the tenderer of all the terms and conditions stipulated in this Invitation to Tender, the Contract Notice, the Tender Specifications, and all the annexes thereto, including the draft Contract. This submission binds the tenderer to whom the Contract is awarded, for the duration of the Contract;
- (2) where appropriate, waiver of the tenderer's own general or specific terms and conditions.

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## 7. PERIOD OF VALIDITY OF TENDERS

Tenderers must keep their offers open, in respect of all the conditions therein, for a period of nine months after the deadline for the submission of tenders. The conditions set out in the tenderer's offer may not be modified in any respect during that period.

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## 8. CONTACT BETWEEN THE CONTRACTING AUTHORITY AND THE TENDERERS

Tenderers will be informed of the outcome of their offers, which is expected to be known by end of 2013.

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

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- Before the final date for submission of tenders:

\* At the request of the tenderers, 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 only to: [EIT-PROCUREMENT@eit.europa.eu](mailto:EIT-PROCUREMENT@eit.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 EIT 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 only be published under the Questions and Answers of the relevant call on our website:

<http://eit.europa.eu/about-us/procurement/open-procurement-procedures/>

The additional information will not be communicated directly to any interested economic operators. Therefore please check the website regularly.

\* Any additional information will be deemed to be integral part of the tender documents

#### **- 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. DATA PROTECTION**

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 EIT.

Details concerning processing of your personal data are available on the privacy statement at the page

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

You are informed that for the purposes of safeguarding the financial interest of the Union, your personal data may be transferred to internal audit services, to the Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

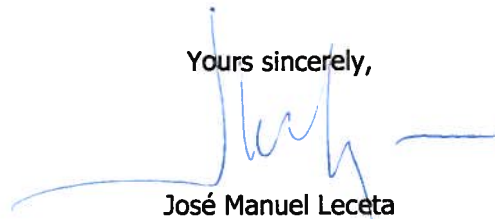
Data of economic operators which are in one of the situations referred to in Articles 106, 107, 109 (1) (b) and 109 (2) (a) of the Financial Regulation<sup>2</sup> may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 108 (1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the Commission.

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<sup>2</sup> 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 (EU, EURATOM) No 1605/2002

I look forward to receiving your offer in response to this Invitation to Tender.

Yours sincerely,



José Manuel Leceta  
Authorising Officer

Enclosures: Tender Specifications  
Annex 1: List of profiles  
Annex 2: Service Level Requirements  
Annex 3: Standard Submission Form  
Annex 4: Framework Contract template