

12. 10. 2015  
Vilnius,  
EIGE/NL/lz D/2015/ 683

**Subject: Invitation to tender**  
**Open procedure for Framework Service Contract EIGE/2015/ADM/21**  
**Provision of Office cleaning services for the EU House in Vilnius**

Dear Sir/Madam,

1. The Information Office of the European Parliament, the European Commission Representation to Lithuania and the European Institute for Gender Equality, is planning to award a public contract referred to above. The tender documentation consists in this letter, the tender specifications with its annexes and the draft contract.
2. If you are interested in this contract, you are welcome to submit a tender in triplicate (one original and two copies) in one of the official languages of the European Union, if possible, in English, the working language of the EU Institutions.
3. Tenderer may choose to submit tenders:
  - a) either by registered post or by courier not later than 20/11/2015, to the address below. In this case, the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip.
  - b) or delivered by hand to the address below not later than **16:00 Vilnius time (EET)** on 20/11/2015 to the address indicated below. In this case, the tenderer must obtain a receipt as a proof of submission, signed and dated by the EU House security who took delivery. The EU House security is open from 08:00 to 20:00 Monday to Friday. It is closed on Saturdays, Sundays and the EU Institutions public holidays.

The address for submission:

**CALL FOR TENDER No. EIGE/2015/ADM/21**  
**European Institute for Gender Equality**  
**Gedimino pr. 16**  
**LT-01103 Vilnius, Lithuania**

Late submission will lead to the exclusion of the tender from the award procedure for this Contract. Offers sent by e-mail or fax will also be non-admissible.

4. Tenders must be placed inside two sealed envelopes addressed as indicated above. The outer envelope, should bear the address and mention of the procurement procedure, as indicated above.



**EIGE European Institute for Gender Equality**

Gedimino pr. 16 | LT-01103 Vilnius | Lithuania | [www.eige.europa.eu](http://www.eige.europa.eu)

The inner envelope should be marked as follows:

**CALL FOR TENDER EIGE/2015/ADM/21 - NOT TO BE OPENED BY THE  
SECRETARIAT/ADMINISTRATION.**

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 also contain two sealed envelopes, one containing the technical proposal and all other sections requested in the tender specifications except the financial proposal, and the other containing the financial offer. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

5. Tenders must be:
  - a. signed by the duly authorised representative of the tenderer. Financial Proposal is signed and dated separately,
  - b. perfectly legible so that there can be no doubt as to words and figures, having numbered pages,
  - c. drawn up following the instruction and using the Standard Submission Forms attached to the tender specifications.
6. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation, in the tender specification and in the draft contract, 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.
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 the tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the deadline for submission of tenders:

- At the request of the tenderer, the EU Institutions may provide additional information solely for the purpose of clarifying the nature of the contract.

Any request for additional information must be sent in writing only to the following e-mail address: [procurement@eige.europa.eu](mailto:procurement@eige.europa.eu)

The EU Institutions are not bound to reply to requests for additional information received less than five working days before the final date for submission of tenders.

- The EU Institutions 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 posted on EIGE's website: <http://www.eige.europa.eu/>. The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.

After the opening of the tenders:

If clarification is required or if obvious clerical errors in the tender need to be corrected, the EU Institutions may contact the tenderer provided the terms of the tender are not modified as a result.

9. A compulsory site visit to the premises and (or) an information session is planned at the address:

The EU House,  
Gedimino pr. 16,  
LT-01103 Vilnius,  
Lithuania

Schedule:

on 29/10/2015 at 10:00, local time (EET)

Should you wish to participate, please send a written request (at least the day before the meeting) addressed to the Procurement team and clearly marked "Invitation to tender EIGE/2015/ADM/21" by letter or email.

10. Tenders will be opened on 27/11/2015, at 14:00 EET (Vilnius time) at the address mentioned in paragraph 3.

One authorised representative of each tenderer may attend the opening of the bids as an observer. Companies wishing to attend are requested to notify their intention at least 2 working days in advance by a letter of notification to the following e-mail address: [procurement@eige.europa.eu](mailto:procurement@eige.europa.eu)

This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening on the tenderer's behalf.

11. This invitation to tender is in no way binding on the EU Institutions. The EU Institutions' contractual obligation commences only upon signature of the contract with the successful tenderer.
12. 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 tenderers notified.
13. Once the EU Institutions have opened the tender, the document shall become the property of the EU Institutions and it shall be treated confidentially.
14. You will be informed of the outcome of this procurement procedure by an e-mail message sent from [procurement@eige.europa.eu](mailto:procurement@eige.europa.eu) to the electronic address indicated in the standard submission form "Identification of the Tenderer". It is on your responsibility to provide a valid e-mail address in your tender and to check it regularly.

Referring to point 8, tenderers are requested to not contact EIGE on this matter on their own initiative.

15. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
16. 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. 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)

17. 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 European 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))



Virginija Langbakk  
Director

Annexes: I - Tender Specifications  
II - Draft contract