



Vilnius, 19-07-2013
EIGE/VL/KP D/2013/771

**Subject: Animation of online discussions within EuroGender - Invitation to tender
EIGE/2013/OPER/08 (the internal reference number 2013-095271)**

Dear Sir/Madam,

1. The European Institute for Gender Equality, the regulatory agency of the European Union, is planning to award a public contract referred to above. Please find enclosed the related tender specification listing all the documents that must be produced in order to submit a tender, and the draft contract.
2. If you are interested in this contract, you should submit a tender in one original and two copies if possible in English, the working language of EIGE.
3. Tenderers shall submit tenders by letter:
 - a) either by post or by courier not later than **02/09/2013**, 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 address below
 - b) or delivered by hand not later than **16:00** Vilnius time (EET) on **02/09/2013** to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the agent in the EIGE's Secretariat who took delivery. The Secretariat is open from 09:30 to 16:00 Monday to Friday. It is closed on Saturdays, Sundays and EIGE holidays.

The address for submission:

**INVITATION TO TENDER No. EIGE/2013/OPER/08
European Institute for Gender Equality
Gedimino pr. 16
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.

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

The inner envelope should be marked as follows:

Invitation to tender EIGE/2013/OPER/08



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

4. The tender specification listing all the documents to be produced, including supporting evidence of economic, financial, technical and professional capacity and the draft contract are attached to this invitation to tender.
5. Tenders must be:
 - a. signed by a duly authorised representative of the tenderer. Financial Offer is signed separately;
 - b. perfectly legible so that there can be no doubt as to words and figures;
 - c. drawn up following the instructions of the tender specifications and using the standard forms attached to the tender specifications.
6. The period of validity of the tender, during which tenderer may not modify the terms of its tender in any respect: 6 months from the final date for submission.
7. 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. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
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 final date for submission of tenders:

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

Any request for additional information must be made in writing only to the following e-mail address: procurement@eige.europa.eu

Requests for additional information received less than five working days before the final date for submission of tenders will not be processed.

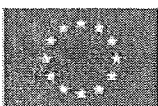
- EIGE may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

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, EIGE 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 EIGE. The Institute'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 tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.
11. Once EIGE has opened the tender, the document shall become the property of EIGE 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.
Referring to point 8, tenderers are requested to not contact EIGE on this matter on their own initiative.
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.

The tenderer may, upon request, obtain the communication of his/her personal data and rectify any inaccurate or incomplete personal data.

The tenderer has the right to recourse at any time to the European Data Protection Supervisor for matters relating to the processing of personal data.

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), 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)



Virginija Langbakk
Director



