

Vilnius, 19. 02. 2016
EIGE/VL/rs D/2016/51

Subject: Provision of Travel, Accommodation and Related Services – Invitation to tender – Open procedure for Framework Service Contract EIGE/2016/ADM/01

Dear Sir/Madam,

1. The European Institute for Gender Equality, the regulatory agency of the European Union, is planning to award the contract referred to above. The procurement documents consist in the publication on Internet at <http://eige.europa.eu/about-eige/procurement> this invitation letter, the tender specifications with their annexes and the draft contract.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union, if possible in English, the working language of EIGE.
3. You must submit your tender in both (i) one paper original and (ii) in a non-modifiable digital format (e.g. pdf), on an electronic carrier (e.g. CD-ROM, USB memory-stick, etc.).

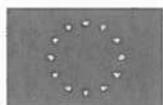
The tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows:

CALL FOR TENDERS EIGE/2016/ADM/01 - NOT TO BE OPENED BY THE SECRETARIAT/ADMINISTRATION

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").

You must use one of the means of submission listed below:

- a) either by registered post or by courier no later than **23/03/2016**, 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 not later than **16:00 Vilnius time (EET)** on **23/03/2016** to the address indicated below. In this case, the tenderer must obtain a receipt as a proof of receipt, signed and dated by the agent in EIGE's Service 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.



Address for submission:

CALL FOR TENDERS No EIGE/2016/ADM/01
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.

4. 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 Submission Forms attached to the tender specifications.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 6 months from the date indicated in point 3.
6. 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.
7. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
8. One representative per tender can attend the opening of tenders as provided in Section IV.3.8 of the contract notice. For organisational and security reasons, the tenderer must provide the full name and ID or passport number of the representative at least 3 working days in advance to: procurement@eige.europa.eu. Failing that, EIGE reserves the right to refuse access to its premises.
9. Contacts between the contracting authority and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

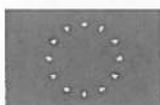
Before the date of receipt of tenders indicated in point 3:

Upon request, EIGE may provide additional information solely for the purpose of clarifying the procurement documents.

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

EIGE is not bound to reply to requests for additional information received less than six working days before the date of receipt of tenders indicated in point 3.

EIGE may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the procurement documents.



EIGE European Institute for Gender Equality

Gedimino pr. 16 | LT-01103 Vilnius | Lithuania | www.eige.europa.eu

Any additional information including that referred to above will be posted on EIGE's website <http://eige.europa.eu/about-eige/procurement>. The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.

After the opening of tenders:

If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, the contracting authority will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

10. 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.
11. Up to the point of signature, the contracting authority may cancel the procurement procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
12. Once EIGE has opened the tender, it becomes the property of EIGE and it shall be treated confidentially.
13. You will be informed of the outcome of this procurement procedure by an e-mail message sent from procurement@eige.europa.eu. 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.
14. 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
15. 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 Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm
16. You may submit any observations concerning the procurement procedure to the contracting authority using the contact means under point 9. If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>).
17. Within two months of notice of the award decision, you may launch an action for annulment of the award decision. Any request you may make and any reply from us, or any complaint for maladministration, will have neither the purpose nor the effect of suspending the time-limit for launching an action for annulment or to open a new period for launching an action for

¹ 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.

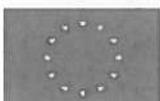


annulment. The body responsible for hearing annulment procedures is indicated in Section VI.4.1 of the contract notice.



Virginija Langbakk
Director

Encl. List of EIGE holidays in the year 2016





Director's Decision No. 99 of 26 May 2015

EIGE – Official public holidays for 2016

(01/01/2016 – 31/12/2016)

Public holidays		No. of days
1 January	Friday, New Year's Day	1
24 March	Maundy/Holy Thursday	2
25 March	Good Friday	3
28 March	Easter Monday	4
5 May	Thursday, Ascension Day	5
6 May	Friday, the day following Ascension Day	6
9 May	Monday, Anniversary of the Declaration made by President Robert Schuman in 1950	7
24 June	Friday, St. John's day	8
6 July	Wednesday, Anniversary of the Coronation of King Mindaugas	9
15 August	Monday, Assumption Day	10
1 November	Tuesday, All Saint's Day	11
2 November	Wednesday, All Soul's Day	12
26 December to 30 December	Monday to Friday 5 end-of-year days	13-17
TOTAL DAYS		17

Work will resume as normal on Tuesday, 3 January 2017.

Without prejudice to the final schedule of public holidays for 2017, Monday 2 January 2017 will be a holiday.

EIGE reserves the right to modify this decision, should the needs of the services so require.

