



26. 10. 2016

Vilnius,  
EIGE/NL/as D/2016/619

**Subject: Framework contract for Public Relations Support Services - Invitation to tender EIGE/2016/OPER/02**

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. 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 if possible in English, the working language of EIGE, 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 ...).

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

**CALL FOR TENDERS EIGE/2016/OPER/02 - 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 (all on the paper original and electronic copy), and the other containing the financial offer (on the paper original and electronic copy). Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

3. You must submit the tender:
  - a) either by registered post or by courier no later than **16:00 Vilnius time 28/11/2016**, to the address below. In this case, the evidence of the date and time of dispatch shall be constituted by the postmark or the date and time of the deposit slip,
  - b) or delivered by hand not later than **16:00 Vilnius time on 28/11/2016** 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/OPER/02**  
**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. 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 and, 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.
6. All costs incurred during the preparation and submission of tenders is to be borne by the tenderers and will not be reimbursed.
7. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 12 months from the date stated for receipt of tender.
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](mailto:procurement@eige.europa.eu)

EIGE is not bound to reply to requests for additional information received less than five working days before the final date for submission of tenders.

- 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://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 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. 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. 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)
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 Regulation<sup>1</sup>. For more information, see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)
15. You may submit any observations concerning the procurement procedure to the contracting authority using the contact means under point 8. 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>).
16. 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 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 years 2016, 2017

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<sup>1</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 (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.