

BEREC Office Ref : 2013-BEREC-OT-03-MC

Riga, December 17, 2013

To whom it may concern

**Subject: INVITATION TO OPEN TENDER
PROVISION OF INTERIM SUPPORT WORKERS SERVICES
FOR THE BEREC OFFICE
№ 2013-BEREC-OT-03**

CONTRACT NOTICE _____

Dear Sir/Madam,

1. **The Office of the Body of European Regulators for Electronic Communications (hereinafter referred to as "the BEREC Office)** is planning to award the public contract referred to above. Please find enclosed the related tender specifications 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 your tender **no later than 18/03/2014**, either by:
 - a. registered post or by private courier services. In this case the post office stamp or the date on the slip issued by the courier service will constitute proof of compliance with the deadline given above. The offer must be sent to the following **postal address**:

BEREC Office

*Zigfrīda Annas Meierovica bulvāris No 14, 2nd floor
Riga, LV-1050, Latvia
for the attention of **Mr. MICHELE MARCO CHIODI***

- b. or hand delivery **by 17:00 hours on 18/03/2014 at the latest** to the address indicated above. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the BEREC Office who took delivery.

The BEREC Office is open from 08.30 to 17.30 Monday to Friday, which is subject to change. It is closed on Saturdays, Sundays and BEREC Office holidays (from 23/12/2013 to 02/01/2014). Please note that in this case it is the date and time of reception at the BEREC Office services that will count, not the actual date in which it was dispatched.

Late delivery will lead to the exclusion from the award procedure for this contract.

3. Contacts between BEREC Office and tenderers:
 - a. Contact between the BEREC Office and tenderers during the contract award procedure are prohibited throughout the procedure save in exceptional circumstances and under the conditions set out in paragraphs (b) and (c) below.
 - b. Before the closing date for the submission of tenders the BEREC Office may:
 - at the request of tenderers, communicate additional information solely for the purpose of clarifying the nature of the contract, such information to be communicated on the same date to all interested parties. Any request for additional information must be made in writing to the following functional mailbox: procurement@berec.europa.eu or to BEREC Office postal address mentioned in paragraph 2(a).

Requests for additional information received less than 5 (five) working days before the closing date for submission of tenders will not be processed.

- at its own initiative, if it discovers any error, inaccuracy, a lack of precision, an omission or any other type of clerical defect in the text of the call for tenders, inform interested parties on the same date and in a manner identical with that applicable in respect of the original invitation to tender.

Any additional information including that referred to above will be posted on http://berec.europa.eu/eng/berec_office/public_procurement/. **The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.**

- c. If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, the BEREC Office may contact the tenderer, although such contact may not lead to any alteration of the terms of the tender.

4. Presentation of the offer:

The offer consisting of **1 (one) original and 4 (four) copies** should be enclosed in **2 (two) envelopes**, both of which should be sealed. If self-adhesive envelopes are used, they should be further sealed with adhesive tape, upon which the depositor's signature must appear.

The **outer envelope** should bear, in addition to the postal address mentioned above, the following mention:

"INVITATION TO OPEN TENDER
PROVISION OF INTERIM SUPPORT WORKERS SERVICES FOR THE BEREC OFFICE
№ 2013-BEREC-OT-03"
"NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE"
"NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE APRIL 02, 2014"

The **inner envelope** should also bear the following mention:

"INVITATION TO OPEN TENDER
PROVISION OF INTERIM SUPPORT WORKERS SERVICES FOR THE BEREC OFFICE
№ 2013-BEREC-OT-03"
"NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE"
"NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE APRIL 02, 2014"
"FULL NAME OF THE TENDERER"

Non respect of the above presentation requirements may lead to the exclusion from the award procedure for this contract.

5. The Tender Specifications and the draft contract are attached to this invitation to tender. The Tender Specifications list all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity.
6. Submission of a tender implies acceptance of all the terms and conditions stipulated in the following documents and binds the contractor to whom the contract is awarded during the duration of the contract:
 - a. this invitation to submit a tender;
 - b. the conditions contained in the attached **Tender Specifications**;
 - c. the attached draft **service contract** (special and general conditions).
7. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect is **11 (eleven)** months from the deadline for submission of tenders indicated in paragraph 2.
8. Opening of the tenders:

The opening of received tenders will take place on **02/04/2014 at 11:00** at BEREC Office premises located in Zīgrīda Annas Meierovica bulvāris No 14, 2nd floor, Riga, Latvia.

One authorized representative of each tenderer may attend the opening of the tenders. Tenderers who plan to attend the opening session have to inform BEREC Office by post to BEREC Office's postal address mentioned in paragraph 2(a) or by e-mail procurement@berec.europa.eu no later than **31/03/2014**.

9. This invitation to tender is in no way binding on the BEREC Office. The BEREC Office'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 candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
11. Once the BEREC Office has opened the tender, the document shall become the property of the BEREC Office and it shall be treated confidentially.
12. Data Protection
Processing your reply to the invitation to tender will involve 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 Data Controller. Details concerning the processing of your personal data are available on the privacy statement at: http://berec.europa.eu/eng/document_register/subject_matter/berec_office/public_procurement_procedures/?doc=2451.
13. 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 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)
14. 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.

Thank you for your interest in the work of the BEREC Office.

Yours faithfully,

Ando REHEMAA

Administrative Manager

Enclosures:

1. Contract Notice.
2. Tender Specifications.
3. Draft Framework Service Contract.