

Riga, 31/03/2016

BEREC Office ref. No 2016-BEREC-OT-01

**Subject: Call for tenders: Framework Contract for the provision of**

**TRAINING ON THE REGULATORY FRAMEWORK FOR ELECTRONIC  
COMMUNICATIONS NETWORKS AND SERVICES AND OTHER TOPICS  
RELATED TO BEREC ACTIVITIES**

**Contract notice 2016/S 063-107757**

**Dear Madam / Sir,**

1. The Office of the Body of European Regulators for Electronic Communications (hereinafter 'BEREC Office') is planning to award the public contract referred to the above. The procurement documents consists in the contract notice, 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.
3. You must submit your tender exclusively on paper, in one original and one copy provided in electronic form (on a CD or USB drive).

You must submit the tender:

- a) either by post or by courier no later than **09/05/2016** to the address indicated 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 in person no later than **16.00 h, Riga time, on 09/05/2016** to the address indicated below. In this case, the tenderer must obtain a proof of receipt, signed and dated by the official in the central mail department who took delivery.

**BEREC Office  
Administration & Finance Unit  
for the attention of the Legal & Administrative Support Officer  
Zigfrīda Annas Meierovica bulvāris № 14, 2<sup>nd</sup> floor  
LV-1050 Rīga, Latvia**

The tenders must be placed inside two closed envelopes addressed as indicated below:

The **outer envelope** should contain **also** the following information:

**“FULL NAME OF THE TENDERER  
CALL FOR TENDERS No 2016 – BEREC – OT - 01  
TRAINING ON THE REGULATORY FRAMEWORK FOR ELECTRONIC  
COMMUNICATIONS NETWORKS AND SERVICES  
AND OTHER TOPICS RELATED TO BEREC ACTIVITIES  
NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE”**

The inner envelope should be marked as follows:

**“FULL NAME OF THE TENDERER  
CALL FOR TENDERS No 2016 – BEREC – OT - 01  
TRAINING ON THE REGULATORY FRAMEWORK FOR ELECTRONIC  
COMMUNICATIONS NETWORKS AND SERVICES  
AND OTHER TOPICS RELATED TO BEREC ACTIVITIES  
NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE”**

4. Tenders must be:
  - signed by an authorised representative of the tenderer;
  - perfectly legible so that there can be no doubt as to words and figures;
  - drawn up using the model reply forms in the tender specification.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is six months from the date indicated in Heading IV.3.7. of the Contract Notice.
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. Submission of a 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. Opening of the tenders: **23/05/2016**

The opening of received tenders will take place on **23/05/2016** at **11:00** at the BEREC Office premises located at Z. A. Meierovica bulvāris № 14, 2<sup>nd</sup> floor, Riga LV-1050, Latvia.

A maximum of one representative per tender can attend the opening of tenders as provided in Heading 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 representatives **by 18/05/2016 to [procurement@bereg.europa.eu](mailto:procurement@bereg.europa.eu)**. Failing that, the contracting authority reserves the right to refuse access to its premises.

9. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the date indicated in point 3:

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

Any requests for additional information must be made in writing only to the following functional mailbox [procurement@bereg.europa.eu](mailto:procurement@bereg.europa.eu) by indicating in the subject area 'Call for Tenders No 2016-BEREC-OT-01 – questions).

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

The contracting authority 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 the BEREC website: [www.bereg.europa.eu](http://www.bereg.europa.eu) (procurement section). The website will be updated regularly and it is your responsibility to check for updates and modifications during the tendering 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 the contracting authority. The contracting authority'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 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.
12. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
13. 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.
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://berec.europa.eu/eng/berec\\_office/public\\_procurement/](http://berec.europa.eu/eng/berec_office/public_procurement/)

The Data Controller for the current procedure is the BEREC Office.

15. 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 2014/792/EU of 13.11.2014 on the Early Warning System to be used by the authorising officers of the Commission and by the executive agencies (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) )

**Yours faithfully,**

*signed*  
**László IGNÉCZI**

Administrative Manager

**Encl./**

Annex I: Tender Specifications

Annex II: Declaration on honour

Annex III: Draft Contract