



EUROPEAN COMMISSION

Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO)

ECHO.D - General Affairs

D.2 - Inter-Institutional Relations and Communication

Brussels,
echo.d.2(2018)784891

Subject: Invitation to tender ECHO-D2-NP-2018-06 – Supply of textile visibility material for DG ECHO field missions.

Lot 1: Vests and caps

Lot 2: Polo shirts

Lot 3: Raincoats

Dear Madam/Sir,

The European Commission is planning to award the contract in subject. The procurement documents consist of this invitation letter, the tender specifications with their annexes and the draft contract.

You must submit your tender for one, two or three lots exclusively by electronic mail to ECHO-COMM-VISIBILITY-ITEMS@ec.europa.eu. The number of the lot must be indicated in the subject of the electronic mail. The tender must be received no later than 17:00 CET on 26 February 2018. In parallel, samples of articles must be submitted in one of the means listed below (date is also 26 February 2018). Receipt is understood as the time at which the tenderer hands over the packaged samples to the post office or courier service or central mail department.

Means of submission	Time limit	Evidence	Address for delivery
Post	24:00 CET	Postmark	CALL FOR TENDERS ECHO-D2-NP-2018-06 European Commission Directorate-General European Civil Protection and Humanitarian Aid Operations For the attention of Gemma SANCHEZ LOI 86 6/14 B – 1049 Brussels Belgium

Courier	24:00 CET	Deposit slip of courier service	CALL FOR TENDERS ECHO-D2-NP-2018-06 European Commission
In person (hand delivery)	17:00 CET	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	Directorate-General European Civil Protection and Humanitarian Aid Operations For the attention of Gemma SANCHEZ Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium

Tenders must be perfectly legible so that there can be no doubt as to words and figures.

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 reception deadline.

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.

All costs incurred for the preparation and submission of tenders and samples are to be borne by the tenderers and will not be reimbursed.

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 reception deadline:

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

Any request for additional information must be made in writing exclusively by electronic mail to ECHO-COMM-VISIBILITY-ITEMS@ec.europa.eu.

The contracting authority 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 1.

The contracting authority 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.

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.

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.

Up to the point of signature, the contracting authority may 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.

Once the Commission has opened the tender, it becomes its property and it shall be treated confidentially.

You will be informed of the outcome of this procurement procedure by e-mail only. 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.

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 by the Head of Unit of the unit in charge of legal affairs of Directorate-General for European Civil Protection and Humanitarian Aid Operations. Details concerning the processing of your personal data are available on the privacy statement at:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are² 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.



Mihela ZUPANCIC
Head of Unit D2

13 FEB. 2018

Annexes

I. Tender Specifications

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.

