



Brussels,
D(2016) 2806

Subject: Invitation to tender EDPS/2016/F/01 - Promotional items

Dear Sir/Madam,

1. The European Data Protection Supervisor is planning to award the contract referred to above. The procurement documents consist in 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, preferably in English.
3. You must submit your tender exclusively on paper, in one original and two copies.

The tender must be placed inside two closed envelopes and/or boxes addressed as indicated below. The inner envelope should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".

The time limit for receipt of the tender is **27/01/2017**. You must use one of the means of submission listed below. Receipt is understood as the time at which the tenderer hands over the tender to the post office, courier service or central mail department.

Means of submission	Time limit	Evidence	Address for delivery
Post	24:00 CET	Postmark	CALL FOR TENDERS EDPS/2016/F/01 Promotional Items European Data Protection Supervisor HRBA Unit For the attention of Ms. Caroline WOUSSEN-DUBUISSEZ Rue Wiertz 60 (Office MTS 30 05x028) B – 1047 Brussels Belgium
Courier	24:00 CET	Deposit slip of courier service	CALL FOR TENDERS EDPS/2016/F/01 Promotional Items European Data Protection Supervisor HRBA Unit For the attention of Ms. Caroline WOUSSEN-DUBUISSEZ Rue Wiertz 60 (Office MTS 30 05x028) B – 1047 Brussels Belgium
In person (hand delivery)	16:00 CET	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	

Mail can be received from 09.00 to 16.00 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

4. Tenders must be:
 - perfectly legible so that there can be no doubt as to words and figures;
 - drawn up using the model reply forms in the tender specifications.
5. 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.
6. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
7. 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 indicated in point 3:

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 only to EDPS-Procurement@edps.europa.eu.

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.

Any additional information including that referred to above will be posted on the EDPS website:

https://secure.edps.europa.eu/EDPSWEB/edps/cache/offonce/EDPS/oeffentliche_beschaffung

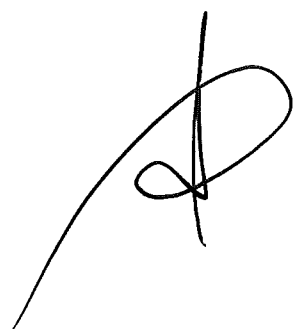
After the opening of tenders:

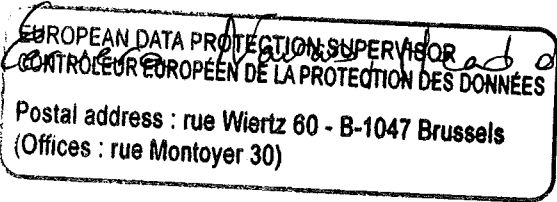
If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, the contracting authority will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

8. 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.
9. 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.
10. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
11. You will be informed of the outcome of this procurement procedure (award decision) 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.

12. 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 European Data Protection Supervisor. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
13. 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)

Date and signature:

 **Leonardo**
21 DEC. 2016

 *Carole Naudin Head of Unit*

EUROPEAN DATA PROTECTION SUPERVISOR
CONTRÔLEUR EUROPÉEN DE LA PROTECTION DES DONNÉES
Postal address : rue Wiertz 60 - B-1047 Brussels
(Offices : rue Montoyer 30)

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.

ANNEXES:

Annex 1- Declaration of Hounour
Annex 2- Technical Tender
Annex 3 - Financial Offer
Annex 4- Legal Entity form
Annex 5 - Financial Identification Form
Annex 6 - Draft Supply Contract
Annex 7 - Draft Purchase Order