



Dear Sir/Madam,

Subject: Open procedure BSGEE 2017 06
“Accounting Advice & Financial Audits Services ”

Ref.: Contract notice published

1. The European schools are planning to award the public contract referred to above. The tender documentation consists in this letter, the tender specifications with its annexes and the draft contract.

2. You must submit your tender exclusively by electronic mail to OSG-CALL-FOR-TENDERS-BSGEE-2017-06@eursc.eu. The tender must be received no later than September 12, 2017.

3. The email must also contain two annexes by lot, one containing the technical tender and the other the financial tender. Each of these annexes must clearly indicate the content ("Technical" and "Financial").

4. The specification, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity, and the draft contract are attached.

5. Tenders must be:

- signed by the tenderer or his duly authorised representative;
- perfectly legible so that there can be no doubt as to words and figures;

6. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It 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. Contacts between the contracting authority and 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, 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 OSG-CALL-FOR-TENDERS@eursc.eu

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

- * 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 <https://www.eursc.eu/en/Office/public-procurement>
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 clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer **provided the terms of the tender are not modified as a result.**

9. An **public opening session** will be organised on **12/09/2017** at 10 o'clock at the following address: 1040 Brussels, rue de la Science 23.

A maximum of 2 persons per firm will be admitted. The names and functions of the persons who will participate in the public opening session meeting must be sent by email to the address indicated in point 2 on September 4th at the latest.

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 candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or 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. Processing your reply to the invitation to tender will involve the recording and processing of personal data (such as your name, address and CV). 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 [and, if necessary, for other relevant purposes to be specified] by [entity acting as data controller]. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to [entity acting as data controller].

14. The following specification and its annexes are attached to this invitation to tender and form an integral part of it:

Annex I	Template of Request for services Times & Means
Annex II	Declaration of Confidentiality
Annex III	Letter of Intent to perform as a Subcontractor
Annex IV	Draft framework contract for services
Annex V	Agreement / Power of Attorney
Annex VI	Declaration on the Tenderer's Honour
Annex VII	Price List Lot 1: Accounting advice
Annex VIII	Price List Lot 2: Financial Audit Services
Annex IX	Financial and Economical Capacity Overview
Annex X	Tender Form questionnaire Lot 1
Annex XI	Tender Form questionnaire Lot 2