



## CALL FOR TENDERS BSGEE/2018-01

Date: 04/05/2018

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Subject: **Licensing Solution Provider (LSP) for Microsoft products**

Award procedure: **Open procedure**

Awarding method: **Lowest price**

Contracting authority: **Office of the Secretary General of the European Schools**

Tender documentation available here: <https://www.eursc.eu/en/Office/public-procurement>

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Madam, Sir,

1. The Office of the Secretary General of the European Schools is 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. If you are interested in this contract, you must submit your tender exclusively by electronic mail to [OSG-CALL-FOR-TENDERS-BSGEE-2018-01@EURSC.EU](mailto:OSG-CALL-FOR-TENDERS-BSGEE-2018-01@EURSC.EU). The tender must be received no later than 18/06/2018 CET 13:00.
3. In The email must also contain two annexes, one containing the technical tender and the other the financial tender. Each of these annexes must clearly indicate the content ("Technical" and "Financial").
4. Tenders must:
  - be signed by an authorised representative of the tenderer;
  - be perfectly legible so that there can be no doubt as to words and figures;
  - be in euro including all costs excepted VAT;
  - be firm and final and,
  - **Place of delivery:** Belgium, Germany, Spain, Italy, Netherlands, Luxemburg.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is four (4) months from the date indicated in point 2.
6. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract 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. A maximum of two representatives per tender can be present at the opening of the tender, point IV.2.7 of the Procurement Notice. For organizational and security reasons the tenderer must communicate at least three (3) working days before first name, last name, ID or passport number of the representatives to the following address: [osg-call-for-tender@eursc.eu](mailto:osg-call-for-tender@eursc.eu). If this precondition is not met, the contracting authority reserves the right to refuse access to his premises.
9. During the entire procedure contact between the contracting authority and the tenderers are only allowed exceptionally and only in the following terms:

Before the date mentioned in point 2:

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-tender@eursc.eu](mailto:osg-call-for-tender@eursc.eu).

The contracting authority is not bound to reply to requests for additional information received less than six (6) working days before the final date for submission of tenders mentioned in point 2.

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 website indicated above. 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.

Please send all questions concerning the procedure or the current tender specifications per e-mail no later than 5 days before the information session to [osg-call-for-tender@eursc.eu](mailto:osg-call-for-tender@eursc.eu).

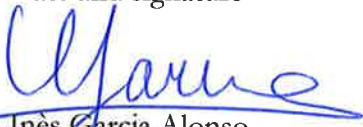
A maximum of 2 persons per firm will be admitted. The names and functions of the persons who will participate in the visit/attend the meeting must be sent by email to the address indicated in point 2 on August 11 at the latest.

A report of the on-site presentation will be sent simultaneously to all the tenderers who participated

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. 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 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data, and in compliance with applicable national legislation on the protection of privacy. 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.
15. You can appeal against the award decision with the competent national court. Any questions from your side or answers to these or complaints against mismanagement will have neither the object nor the effect of suspending the submission deadline of an appeal or to open a new timeline to submit an appeal that has been cancelled.

Date and signature



Inès Garcia Alonso  
Contracting Officer  
04/05/2018

