



**Subject: Invitation to tender no BSGEE/2018-08, Impact Assessment Study in view of assessing the possible scenarios for the future of Brussels Schools**

Date: 31/07/2018

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Award procedure: **Open procedure**

Awarding method: **Most economically advantageous tender**

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,

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.

**1. Submission of tenders.**

If you are interested in this contract, you must submit your tender exclusively via the electronic mail to [OSG-CALL-FOR-TENDERS-BSGEE-2018-08@EURSC.EU](mailto:OSG-CALL-FOR-TENDERS-BSGEE-2018-08@EURSC.EU). The time-limit for receipt of tenders is indicated under **Heading IV.2.2** of the contract notice where local time shall be understood as local time at the contracting authority's location (the location indicated under Heading I.1 of the contract notice). Tenders submitted in any other way (e.g. letter) will be disregarded.

A tender received after the time-limit for receipt of tenders will be rejected. The delivery notification will be sent by the destination server with the official date and time of receipt of the tender constitutes proof of compliance with the time-limit for receipt of tenders.

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").

The following documents shall be dated and signed, either by hand or by applying an advanced electronic signature based on a qualified certificate, by an authorised representative of the signatory:

- Declaration(s) on honour (template available in the tender specifications).
- The tender

After submitting a tender, but before the deadline for receipt of tenders, a tenderer may definitively withdraw its tender, or withdraw it and replace it with a new one. In these cases

the tenderer must send a withdrawal/replacement notification, clearly specifying the call for tender's reference. The notification must be dated, signed by the tenderer or the group leader in case of a joint tender and sent as follows:

- if signed using an advanced electronic signature based on a qualified certificate: by email sent before the deadline for receipt of tenders to the contracting authority's e-mail address indicated under Heading I.1 of the contract notice;
- if signed by hand: by letter, with an advanced scanned copy by e-mail, both sent before the deadline for receipt of tenders to the contracting authority's postal/e-mail address indicated under Heading I.1 of the contract notice.

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

## **2. Legal effects of the invitation to tender and submission of the 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 signature of the contract, 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.

The validity period of the tender, during which tenderers may not modify the terms of their tenders in any respect, is indicated under Heading IV.2.6 of the contract notice.

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.

## **3. Contacts during the procurement procedure.**

During the entire procedure contact between the contracting authority and the tenderers are only allowed exceptionally and only in the following terms:

### **3.1 Before the time-limit for receipt 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-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 time-limit for receipt 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 procurement documents.

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.

Any additional information will be published on the above website :  
<https://www.eursc.eu/en/Office/public-procurement>.

The website will be updated regularly and it is the tenderer's responsibility to check for updates and modifications during the submission period.

#### 4.1 Opening of tenders

Tenders will be opened in public at the time and place indicated under Heading IV.2.7 of the contract notice. A maximum of two representatives per tender may attend the opening session. For organisational and security reasons the tenderer communicate the full name, date of birth, nationality and ID or passport number of the representatives at least three (3) working days in advance to: [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.

The public part of the opening session will be strictly limited to the following aspects:

- verification that each tender has been submitted in accordance with the submission requirements of the call for tender;
- announcement of the tenders received: the names of the tenderers (all members in the case of a joint tender) will be announced;

Tenderers not present at the opening session may send an information request to [osg-call-for-tender@eursc.eu](mailto:osg-call-for-tender@eursc.eu) if they wish to be provided with the information announced during the public opening.

Once the contracting authority has opened the tender, it shall become its property and will be treated confidentially.

#### 3.1 Evaluation phase (after the opening of tenders)

Except in duly justified cases, tenderers who have failed to submit evidence or to make statements as required in the procurement documents, shall be contacted by the contracting authority to provide the missing information or clarify supporting documents.

The contracting authority may correct obvious clerical errors in the tender after confirmation of the correction by the tenderer.

Such information, clarification or confirmation shall not substantially change the tender.

#### 3.1 Award phase

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.

Tenderers will be notified of the outcome of this procurement procedure by e-mail. The notification will be sent to the e-mail. The same e-mail address will be used by the contracting

authority for all other communications with the tenderer. It is the tenderer's responsibility to provide a valid e-mail address in the tender and to check it regularly.

#### **4. Data protection.**

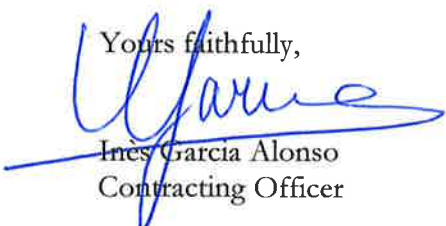
If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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.

#### **5. Means of redress.**

Tenderers may submit any observations concerning the procurement procedure to the contracting authority using the contact details under Heading I.1 of the contract notice.

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.

Yours faithfully,



Inés García Alonso  
Contracting Officer