



Schola Europaea

INVITATION TO PARTICIPATE

BSGEE-2021-003-Intermath Platform

Date: 12/02/2021

Object: BSGEE-2021-003-Intermath Platform

Type of procedure: Competitive procedure with negotiation

Award method: Most economically advantageous tender

Contracting authority: The Office of the Secretary general of the European Schools

Tender's documents available on: <https://www.eursec.eu/en/Office/public-procurement>

Dear Madam/Sir,

The contracting authority is planning to award the contract resulting from the above procurement procedure. The procurement documents consist of the contract notice, this invitation letter, the draft contract(s) and tender specifications with their annexes. All documents are available at the following address: <https://www.eursec.eu/en/Office/public-procurement>.

1. Submission of request to participate.

This procedure is a two-stage procedure. In the first stage, if economic operators are interested, they are invited to submit a request to participate. In the second stage, only successful candidates will be invited to submit a tender. Any tender received from a natural or legal person who has not been invited to tender will be rejected.

Economic operators interested in this contract are invited to submit an application in one original, plus one digital copy (scan) of the original version on a CD-ROM or USB stick.

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

Due to the current sanitary situation in Belgium, economic operators interested in this contract are also allowed to submit a application by **electronic** mail sent to: OSG-CALL-FOR-TENDERS-INTERMATH-2021@eursec.eu.

In order to secure the application documents sent electronically, they must be sent in PDF format. The documents must be duly named according to their content.

The **time limit for receipt of the application 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).

Means of submission and evidence of the respect of the time-limit for receipt of tenders are:

- Post and postmark;
- Courier and deposit slip of courier service;
- In person (hand delivery) and proof of receipt, signed and dated by the person in charge of the reception of the mail only on appointment requesting to OSG-CALL-FOR-TENDERS-INTERMATH-2021@eursc.eu;
- Date and hours of reception by the email reception system of the contracting authority of the last electronic mail sent by the tenderer and containing the offer or part of the offer.

An application received after the time-limit for receipt of tenders will be rejected.

Application must be:

- Perfectly legible so that there can be no doubt as to words and figures;
- drawn up using the model reply forms stated the tender specifications.

Candidates must ensure that their submitted application contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement documents.

All costs incurred for 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 a request to participate.

This invitation to participate 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 procurement procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

Submission of an application 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.

3. Contacts during the procurement procedure.

Contacts between the contracting authority and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Submission phase (before the time-limit for receipt of applications/tenders)

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 OSG-CALL-FOR-TENDERS-INTERMATH-2021@eursc.eu.

The contracting authority is not bound to reply to requests for additional information received less than six working¹ days before the time-limit for receipt of applications.

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 <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. Opening of applications

Applications 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 candidate can attend the opening of applications as provided in Section IV.2.7 of the contract notice, **provided that the sanitary rules allow for it at the time of the opening.**

For organisational and security reasons, the candidate wishing to participate must in any case provide the full name and ID or passport number of the representatives² at least two working days in advance to: OSG-CALL-FOR-TENDERS-INTERMATH-2021@eursc.eu. The representatives will be required to present the application reception confirmation and to sign an attendance sheet.

The contracting authority reserves the right to refuse access to its premises if the above information or the application reception confirmation are not provided as required, or if the sanitary rules do not allow for it.

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

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

Candidates not present at the opening session may send an information request to OSG-CALL-FOR-TENDERS-INTERMATH-2021@eursc.eu if they wish to be provided with the information announced during the public opening.

Once the contracting authority has opened the application, it becomes its property and it shall be treated confidentially.

¹ Working days at the contracting authority's location indicated under Heading I.1 of the contract notice.

² This data is necessary to ensure access to the European Schools premises

4. Evaluation phase (after the opening of applications)

Except in duly justified cases, candidates 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 application after confirmation of the correction by the candidate. Such information, clarification or confirmation shall not substantially change the application.

Data protection

If processing a reply to the invitation to tender involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and pursuant to the national legislation related to the protection of privacy. Unless indicated otherwise, any personal data will be processed solely for evaluation purposes under the call for tenders by the Secretary general of the European Schools.

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.

Candidates may appeal to the Brussels judicial courts against the award decision.

Any request tenderers may make and any reply from the contracting authority, or any complaint for maladministration, will have neither the purpose nor the effect of suspending the time-limit for launching an action for annulment nor open a new period for launching an action for annulment. The body responsible for hearing annulment procedures is indicated in Section VI.4.1 of the contract notice.

Date and signature of the authorising officer:



Andreas Beckmann

Deputy Secretary-General of the European Schools

Annexes to the invitation to tender:

- Tender specifications and annexes
- Draft contract