



Schola Europaea

Office of the Secretary General of the  
European Schools

## INVITATION TO TENDER

### BSGEE-2021-007-Audit

Date: 26/04/2021

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Object: BSGEE-2021-007-Financial Audits Services

Type of procedure: Open procedure

Award method: Most economically advantageous tender

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

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

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Dear Madam/Sir,

The contracting authority is planning to award a Framework contract resulting from the above procurement procedure. The procurement documents consist of the contract notice, this invitation letter, the draft Framework contract 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/tenders.

Due to the current sanitary situation in Belgium, economic operators interested in this contract are invited to submit their tender by **electronic** mail sent to: [OSG-CALL-FOR-TENDERS-AUDIT-2021@eursec.eu](mailto:OSG-CALL-FOR-TENDERS-AUDIT-2021@eursec.eu).

In order to secure the tender documents sent electronically, they must be sent in PDF format. Annex 4.1 (Price list of the financial offer) must *also* be sent in excel format, in addition to the PDF format. The documents must be duly named according to their content.

The subject line of the e-mail containing the tender must clearly indicate **“TENDER !!! Do not open it before the tender's opening date and time!”**. Thus the e-mail with the tender will be distinguished from the requests for potential information sent according to section 3 below. In addition, in order to secure the confidentiality of the tenders before their opening, the access to the above mentioned functional mailbox will be denied at the contracting authority's side six working days before the time-limit for receipt of tenders<sup>1</sup>.

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<sup>1</sup> This situation will not affect the right of tenderers to submit their offers within the time limit indicated under Heading IV.2.2 of the contract notice

The **time limit for receipt of the tender 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:

Date and hours of reception by the email reception system of the contracting authority at [OSG-CALL-FOR-TENDERS-AUDIT-2021@eursc.eu](mailto:OSG-CALL-FOR-TENDERS-AUDIT-2021@eursc.eu) of the last electronic mail sent by the tenderer and containing the offer or part of the offer.

A tender received after the time-limit for receipt of tenders will be rejected.

Tenders must be:

- Signed by a duly authorised representative of the tenderer;
- Perfectly legible so that there can be no doubt as to words and figures;
- drawn up using the model reply forms stated in the tender specifications.

Tenderers must ensure that their submitted tenders 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 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 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.

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

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.

## **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:

### 3.1 Submission phase (before the time-limit for receipt of 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-AUDIT-2021@eursc.eu](mailto:OSG-CALL-FOR-TENDERS-AUDIT-2021@eursc.eu).

The contracting authority is not bound to reply to requests for additional information received less than six working<sup>2</sup> 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 type of clerical error in the text of the procurement documents.

Any additional information including that referred to above will be posted solely 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.

### 3.2 Opening of tenders

Due to the current sanitary situation in Belgium, the opening committee will open the tenders on-line at the date and time indicated under Heading IV.2.7 of the contract notice. A maximum of one representative per tender can join online the opening.

For organisational and security reasons, the tenderer wishing to participate must in any case provide the full name and a valid business e-mail address of its representative at least two working days in advance to: [OSG-CALL-FOR-TENDERS@eursc.eu](mailto:OSG-CALL-FOR-TENDERS@eursc.eu). The representative will be allowed to join the on-line opening session only after he receives the confirmation and the invitation of the Contracting authority for that purpose.

The public on-line 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-TENDERS-AUDIT-2021@eursc.eu](mailto:OSG-CALL-FOR-TENDERS-AUDIT-2021@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 becomes its property and it shall be treated confidentially.

### 3.3 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.

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<sup>2</sup> Working days at the contracting authority's location indicated under Heading I.1 of the contract notice.

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.

### 3.4 Award phase

Tenderers will be notified of the outcome of this procurement procedure by mail. The notification will be sent to the mail address provided in the tender for the tenderer (group leader in case of a joint tender). The 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 valid mail and valid e-mail addresses and to check them regularly.

### **Data protection**

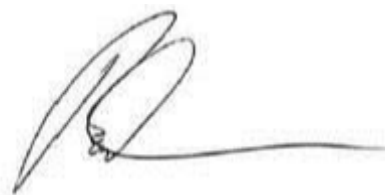
If processing a reply to the invitation to tender involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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.

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:**

A handwritten signature in black ink, appearing to be 'A. Beckmann', with a long horizontal line extending to the right.

Andreas Beckmann

Deputy Secretary-General of the European Schools

Annexes to the invitation to tender:

- Tender specifications and annexes
- Draft framework contract and annexes