



Schola Europaea

Office of the Secretary General of the
European Schools

INVITATION TO TENDER

BSGEE-2021-008-Insurances of the European Schools

Date: .../06/2021

Object: BSGEE-2021-008 - Insurances of the European schools

Type of procedure: Open procedure

Award method: Lowest price

Contracting authority: The European schools, with the Office of the Secretary General of the European Schools /OSGES/ as a leading contracting authority

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

Dear Madam/Sir,

The contracting authority is planning to award Framework contracts resulting from the above procurement procedure, separated in 5 lots:

Lot number	Lot title
1	Material damage of the equipment owned by the OSGES and the schools and occupant's liability for damages on the buildings used
2	General Liability
3	Accidents & Natural death of the seconded personnel
4	Work accidents /accidents du travail/ of the locally recruited personnel in Belgium
5	Accidents of students

The procurement documents consist of the contract notice, this invitation letter, the draft Framework contracts and tender specifications with their annexes. All documents are available at the following address: <https://www.eursc.eu/en/Office/public-procurement>.

1. Submission of request to participate/tenders.

Economic operators are allowed to submit tenders for all of the lots mentioned above, or for some of them only.

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

Submission of a tender on paper is also allowed, although tenderers must use only one submission method /electronic mail or paper/ for the entirety of its tender, including when they apply for more than one lot.

In order to secure the tender documents sent electronically, they must be sent in PDF format. Annexes 4.1 – 4.5 of the Tender Specifications (the financial offers per lot) 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 five working days before the time-limit for receipt of tenders¹.

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:

- 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, requested to OSG-CALL-FOR-TENDERS-INSURANCES-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.

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.

¹ 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

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-INSURANCES-2021@eursc.eu.

The contracting authority is not bound to reply to requests for additional information received less than six working² 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.

Visits:

Economic operators interested in submitting tenders for lot 1, are allowed to request visits on some of the schools' sites. Such a request must be justified (explaining why a visit is necessary) and addressed to OSG-CALL-FOR-TENDERS-INSURANCES-2021@eursc.eu not later than 25 /twenty-five/ calendar days before the expiry of the time-limit for submission of tenders. The contracting authority will examine the requests for visits and if necessary will organize and then

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

publish on: <https://www.eursc.eu/en/Office/public-procurement> the date(s) available for visits, which will be opened to all interested economic operators, on the basis of a preliminary registration.

The organisation of the visits will also depend on the sanitary situation related to Covid 19.

3.2 Opening of tenders

Due to the current sanitary situation in Belgium, the opening will be held on-line at the date and time indicated under Heading IV.2.7 of the contract notice. A maximum of one representative per tender will be authorised to join the opening online. The tenderer wishing to participate must 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. The representative will be allowed to join the on-line opening session only after he/she receives the confirmation and the invitation of the Contracting authority for the on-line opening session.

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 per lot: the names of the tenderers (all members in the case of a joint tender), and the prices shown in the tenders found to be in order with the submission requirements above.

Tenderers not present at the opening session may send an information request to OSG-CALL-FOR-TENDERS-INSURANCES-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.

The contracting authority may correct obvious clerical errors in the tender, as well as obvious calculation errors in the financial offers (unit prices will always prevail) 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:



Andreas Beckmann

Deputy Secretary-General of the European
Schools

Annexes to the invitation to tender:

- Tender specifications in 2 parts (administrative and technical) and their respective annexes
- Draft framework contracts and annexes