



Office of the secretary general of the
European schools
Rue de la Science 23 – 1040 Brussels

INVITATION TO PARTICIPATE

Date: 18/07/2024

Object: provision of a human resources platform to manage all HR related processes.

Type of procedure: Competitive procedure with negotiation

Award method: Offer with the best value for money

Contracting authority: Office of the Secretary general of the Board of Governors of the European Schools

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

Dear Madam/Sir,

The contracting authority is planning to award the contract(s) 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.eursc.eu/fr/Office/public-procurement>.

1. Submission of request to participate

This procurement consists of two stages. In the first stage, if you are interested in this contract, you are invited to submit a request to participate in English or French. 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.

If you are interested in this contract, you are invited to submit a tender in in English or French. Only candidates to whom this invitation letter is addressed may 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 their request to participate **by electronic mail** only sent to: osg-call-for-tenders-human-ressources-platform@eursc.eu.

In order to secure the application documents sent electronically, they must be sent in PDF format with the exception of the financial offer tables which must be sent via PDF *and* via excel. The documents must be duly named according to their content.

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 of the last electronic mail sent by the tenderer and containing the offer or part of the offer.

The time limit for receipt of the request to participate is indicated under Heading 5.1.12 of the contract notice where local time shall be understood as local time at the contracting authority's location.

A request to participate received after the time-limit for receipt of tenders will be rejected.

Request to participate 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.

Tenderers must ensure that their submitted request to participate 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 the documents 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 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.

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 5.1.12 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 request to participate)

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-human-ressources-platform@eursc.eu .

Attention: Please note that, in order to guarantee the integrity of the tenders, the mailbox is closed six (6) days before the date of receipt of the offers, until the opening of the requests to participate.

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 requests to participate.

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/fr/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 requests to participate

The opening session of the requests to participate is not open to the public.

The opening session is limited to the following aspects:

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

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

3.3 Evaluation phase (after the opening of requests to participate)

Except in duly justified cases, participants 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 participant. Such information, clarification or confirmation shall not substantially change the request to participate.

3.4 Award phase

Participants will be notified of the outcome of this procurement procedure by mail. The notification will be sent to the **mail** address provided in the request to participate for the participant (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 participant. It is the participant's responsibility to provide valid mail and valid electronic mail addresses and to check them regularly.

Data protection

If processing a reply to the invitation to participate 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

You have the possibility to lodge an action against the judicial court of the district of Brussels, according to the Articles 14, 15, 23 and 24 of the law of the 17th of June 2013 related to « *motivation, à l'information et aux voies de recours en matière de marchés publics, de certains marchés de travaux, de fournitures et de services et de concessions* » within the time limits provided for in Article 23 of the said law.

Any requests you may make and any replies to them or complaints of maladministration will have neither the object nor the effect of suspending the time limit for lodging an appeal or of opening a new period for lodging an annulment procedure.

Date and signature of the authorising officer



Jul 18, 2024

Annexes to the invitation to tender:

- Annex I – Tender specifications and annexes
- Annex II – Draft contract and annexes







Tender Digitalisation RH - Invitation to sign - new version

Final Audit Report

2024-07-18

Created:	2024-07-18 (Central European Summer Time)
By:	Aurelie CARRE (aurelie.carre@eursc.eu)
Status:	Signed
Transaction ID:	CBJCHBCAABAARH-V9Jq4aJb0BU2ka_Wsbo8GDeZqapD9
Number of Documents:	1
Document page count:	4
Number of supporting files:	0
Supporting files page count:	0

"Tender Digitalisation RH - Invitation to sign - new version" History

-  Document created by Aurelie CARRE (aurelie.carre@eursc.eu)
2024-07-18 - 16:32:23 GMT+2
-  Document emailed to Manuel Bordoy (osg-deputy-secretary-general@eursc.eu) for signature
2024-07-18 - 16:33:15 GMT+2
-  Email viewed by Manuel Bordoy (osg-deputy-secretary-general@eursc.eu)
2024-07-18 - 17:00:25 GMT+2
-  Agreement viewed by Manuel Bordoy (osg-deputy-secretary-general@eursc.eu)
2024-07-18 - 17:00:28 GMT+2
-  Document e-signed by Manuel Bordoy (osg-deputy-secretary-general@eursc.eu)
Signature Date: 2024-07-18 - 17:00:40 GMT+2 - Time Source: server
-  Agreement completed.
2024-07-18 - 17:00:40 GMT+2