Publications Office

Resources Directorate
Calls for Tender & Contracts

Luxembourg, 21 SEP. 2012
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Ref: CMa - AO 10457 - letter of invitation

Subject: Invitation to tender N° 10457

Title: "Preparation of texts, proofreading and copy-editing"

Dear Sir or Madam,

The tender documentation concerning the above mentioned invitation to tender is **on the following web pages**:

http://www.publications.europa.eu/tenders/our/index_en.htm

https://etendering.ted.europa.eu/cft/cft-display.html?cftId=150

Please send the tender to the following address:

Publications Office of the European Union
Calls for Tender and Contracts Unit
2, rue Mercier
2985 Luxembourg
LUXEMBOURG

The rules set out below have to be observed when submitting a tender; otherwise the tender may be rejected.

1. Tenders must be submitted:

   - either by registered post or by courier service, sent no later than **14 November 2012**, the postmark or the date of the deposit slip;

- or hand-delivered to the Internal Post Service of the Publications Office, no later than **16:00 local time in Luxembourg** (CET/CEST) on **14 November 2012** in exchange for a receipt dated and signed by an official of that department.

2. Tenders must be sent under double cover. Both envelopes must be sealed, and the inner envelope must bear, in addition to the name of the recipient department, the following wording:

INVITATION TO TENDER – NOT TO BE OPENED IN THE POST ROOM

Invitation to tender N°	**10457**
Title:	**Preparation of texts, proofreading and copy-editing**
Tender from:	[name of tenderer (to be completed)]

The inner envelope must also contain two sealed envelopes, one containing the technical offer and the other the financial offer. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

If self-adhesive envelopes are used, they must be sealed with adhesive tape, across which senders must sign their name.

Tenderers are recommended to use strengthened envelopes.

N.B.: For security reasons, the Publications Office may not be able to accept packages that exceed the following dimensions: width 31 cm, length 45 cm, height 25 cm – which corresponds to the boxes known as "American boxes".

3. Tenders must be sent in triplicate **in recto-verso if possible**, in one of the official languages of the European Union.

4. Prices must be quoted in **euros**; no amendments may be made to the price schedule, each page of which must bear the name of the tenderer and the signature of its duly authorised representative.

5. The specifications, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity and the draft contract are available at the mentioned above web page.

6. Submission of the tender implies the acceptance of all the terms and conditions set out in this Invitation to Tender, in the specifications and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the Contract is awarded for the duration of the Contract.

7. Tenders must be:

   - signed by the tenderer or his duly authorised representative;
   - perfectly legible so that there can be no doubt as to words and figures;
   - if necessary, drawn up using (a) presented model reply form(s).

8. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect is six (6) months from the final date for submission.

9. Contacts between the contracting department and the tenderers are prohibited throughout the procedure apart from exceptional circumstances and under the following conditions:

Before the final date for submission of tenders:

- At the request of the tenderer, the contracting department may provide additional information solely for the purpose of clarifying the nature of the Contract.

  Any request for additional information must be made in writing to the Calls for Tender and Contracts Unit via e-mail (opoce-appels-offres@publications.europa.eu), or preferably, via this website:

  https://etendering.ted.europa.eu/cft/cft-display.html?cftId=150

  Requests for additional information received less than five (5) working days before the closing date for submission of tenders may not be processed.

- The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for tender.

- Any additional information including that referred to above will be sent simultaneously to all tenderers who have requested the specifications.

After the opening of tenders:

- If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting department may contact the tenderer provided the terms of the tender are not modified as a result.

10. This Invitation to Tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the Contract with the successful tenderer.

    Up to the point of signature, the contracting department may either withdraw from the contract or cancel the procurement procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.

11. The tenderers will be informed whether or not their tender has been accepted.

12. If the tender includes subcontracting, it is recommended that contractual arrangements with subcontractors and or freelancers include mediation as a method of dispute resolution.

13. If processing of the replies 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 (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the replies to the questions and any personal data requested are required to evaluate the tenders in accordance with the specifications of the Invitation to Tender and will be processed solely for that purpose by the Publications Office.

    Details concerning the processing of personal data are available in the Privacy Statement on page
    http://publications.europa.eu/tenders/our/privacy_statement_en.doc

14. Personal data may be registered in the Early Warning System (EWS) only, or both in the EWS and the Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the tenderer be in one of the situations mentioned in:

    - Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE), or

    - Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE).

Yours faithfully,

Maria Manuela Cruz

Maria Manuela CRUZ
Head of Unit