Publications Office
Resources Directorate
Calls for Tender and Contracts Unit

Luxembourg, 24 -08- 2012
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Ref: MH – AO 10468 – lettre d'invitation.doc

**Subject: Invitation to tender No 10468**

**Title: Production of bound volumes for the Official Journals**

Dear Sir/Madam,

The documentation regarding the above-mentioned invitation to tender **is available on the following websites:**

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

**https://etendering.ted.europa.eu/general/page.html?name=home**

**https://etendering.ted.europa.eu/cft/cft-display.html?cftId=144**

**Please send your tender to the following address:**

PUBLICATIONS OFFICE OF THE EUROPEAN UNION

CALLS FOR TENDER AND CONTRACTS UNIT

2, RUE MERCIER

L-2985 LUXEMBOURG

You must follow the rules set out below when submitting your tender, otherwise the tender may be rejected.

1. Tenders must be submitted:

   - either by post or courier service, sent no later than 17/10/2012, date of dispatch, 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 17/10/2012 in exchange for a receipt dated and signed by an official of that department.

2. Tenders must be placed inside two sealed envelopes. 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 BY THE INTERNAL MAIL DEPARTMENT** |

- **Invitation to tender No 10468**
- **Title: Production of bound volumes for the Official Journals**
- **Tender form:** [name of tenderer] .....

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

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

The use of board backed envelopes is recommended.

*N.B.: For technical reasons, packages should not be larger than 31 cm wide, 45 cm long, 25 cm tall (also referred to as 'boîte américaine' (a collapsible box)).*

3. Tenders must be sent in triplicate, **if possible using double-sided printing**, 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 must be attached.

6. Submission of a tender implies acceptance of 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 in order to rule out any doubt whatsoever concerning the words or figures;
- where appropriate, drawn up using the standard reply forms in the specifications.

8. The period of validity of tenders, during which the tenderer may not vary the tender in any respect, is six (6) months from the closing date for submission of tenders.

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

Before the closing 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:

  - either by e-mail to the above-mentioned unit at the following address:

    **appels-offres@publications.europa.eu**

  - or via the website:

    **https://etendering.ted.europa.eu/general/page.html?name=home**

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

- The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the invitation to 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 signing of the contract, the contracting authority may either decide not to award the contract or cancel the award procedure without candidates or tenderers being entitled to claim any compensation. Such a decision must be substantiated and the candidates or tenderers notified.

11. You will be informed whether or not your tender has been accepted.

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

13. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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, your replies to the questions and any personal data requested are required to evaluate your tender 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 your personal data are available in the privacy statement at:
    http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

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

    - Commission Decision 2008/969/Euratom of 16 December 2008 on the Early Warning System for the use of authorising officers of the Commission and the executive agencies (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)

    or

    - Commission Regulation (EC, Euratom) No 1302/2008 of 17 December 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**
**Head of Unit**