

Brussels, 19/02/2016  
SRB/Procurement

## LETTER OF INVITATION TO TENDER

Dear Sir/Madam,

**Subject: Open call for tenders SRB/OP/1/2016**

## PROVISION OF MEDIA MONITORING AND MEDIA ANALYSIS SERVICES

1. The Single Resolution Board (hereinafter referred to as "the Contracting Authority" or the SRB) is planning to award a public contract per Lot referred to above. The procurement documents consist of the publication of the tender documentation on the Agency's website under the Tender Section, this invitation letter, the tender specifications with their annexes and the draft contract.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.
3. You must submit your tender on paper, in one original version clearly labelled "original" and the two copies labelled "copy 1" and "copy 2".

The tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows: **"CALL FOR TENDERS – SRB/OP/1/2016- NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT"**.

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

For practical reasons, tenderers are also requested to include in the envelopes the electronic version of the tender either on a USB stick or on a DVD. In case of discrepancies, the paper copy marked original shall supersede.

The tender must be received no later than **04/04/2016**. You must use one of the following means of submission:

Means of submission	Time limit	Evidence of dispatch	Address for delivery
Post	24:00 CET	Postmark	<b>CALL FOR TENDERS SRB/OP/1/2016</b> Single Resolution Board Procurement Section, Avenue du Bourget, 1/Bourgetlaan, 1 B-1140 Brussels, Belgium
Courier	24:00 CET	Deposit slip of courier service	<b>CALL FOR TENDERS SRB/OP/1/2016</b> Single Resolution Board Procurement Section, Avenue du Bourget, 1/Bourgetlaan, 1 B-1140 Brussels, Belgium
In person (hand delivery)	17:00 CET	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	Single Resolution Board Procurement Section, Avenue du Bourget, 1/Bourgetlaan, 1 B-1140 Brussels, Belgium

Mail can be received from 07.30 to 17.30 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

Your offer must include a cover letter signed by the person(s) empowered to represent the tenderer and entitled to sign the contract if your offer is successful.

4. Tenders must:
  - be signed by a duly authorised representative of the tenderer;
  - be perfectly legible so that there can be no doubt as to words and figures;
  - be clear and concise;
  - be drawn up using the model reply forms in the tender specifications (Annexes 2 to 6).
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 9 months from the date indicated in point 3.
6. 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.
7. Tenders will be opened in public session on the 11/04/2016 at 10:00 CET at the SRB Offices at Rue de la Science 27
8. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed. One person representing the tenderer may be present at the opening session. Companies wishing to attend are requested to notify their intention by sending an email to [SRB-PROCUREMENT@ec.europa.eu](mailto:SRB-PROCUREMENT@ec.europa.eu) at least 48 hours in advance for security reasons. This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf. The tenderer's

representatives will be required to sign an attendance sheet but will not receive any minutes of the session.

9. Contacts between the Contracting Authority and tenderers are prohibited throughout the procedure save **in exceptional circumstances** and under the following conditions only:
  - Before the date of receipt indicated in point 3:
    - Upon request, the Contracting Authority may provide additional information solely for the purpose of clarifying the procurement documents.
    - Any requests for additional information must be made in writing and sent to the following email address [SRB-PROCUREMENT@ec.europa.eu](mailto:SRB-PROCUREMENT@ec.europa.eu).
    - The Contracting Authority is not bound to reply to requests for additional information received less than six working days before the date for receipt of tenders indicated in point 3.
    - The Contracting Authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the procurement documents.
    - Any additional information, including that referred to above, will be published by the Contracting Authority on the SRB website under the procurement section for this tender. The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.
  - After the opening of tenders
    - If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, the Contracting Authority will contact the tenderer provided that this does not lead to substantial changes to the terms of the submitted tender.
10. 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.
11. Up to the point of signature, the Contracting Authority may cancel the award procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.
12. Once the Contracting Authority has opened the tender, the document shall become the property of the Contracting Authority and it shall be treated confidentially.
13. You will be informed of the outcome of this procurement procedure by email only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.
14. 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 on the protection of individuals with regard to the processing of personal data by the Community institutions and

13. You will be informed of the outcome of this procurement procedure by email only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.
14. 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 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 SRB. Details concerning the processing of your personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).
15. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation 1 . For more information, see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm) )

I look forward to receiving your tender in response to this call for tenders.

Yours sincerely,



Elke König  
Chair

Annexes: Tender specifications, draft service contract and other annexes

---

<sup>1</sup> Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.