

Tallinn, 10/12/13

**CALL FOR CANDIDATURES No. 13-2014-1**

**Integrated building and technical infrastructure maintenance services in the eu-LISA's  
operational centre in Strasbourg**

(Restricted procedure)

Dear Sir/Madam,

1. The European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereinafter referred to as "the eu-LISA") invites applicants to submit their candidature for a service contract regarding the following project: **"Integrated building and technical infrastructure maintenance services in the eu-LISA's operational centre in Strasbourg"**.

This invitation to apply follows the publication of the contract notice in OJEU S [reference number: 2013/S 239-414698]

2. If you are interested in this contract, you must submit an application in **triplicate**, in one of the official languages of the European Union, preferably in English or French.

Applications must be sent by registered mail or by private courier, dispatched not later than **10/01/2014** (the postmark or the receipt issued by the courier service serving as proof of the dispatch):

European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice  
For the attention of Bernard Kirch  
Head of Operations department  
18, rue de la Faisanderie BP 54  
67 020 Strasbourg Cedex 01  
France

3. The candidature documents must be placed inside two sealed envelopes. The inner envelope, addressed as indicated above, should be marked as follows: **"CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT - Restricted procedure NO 13-2014-1**. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The documents requested in the section III.2 of the contract notice published in the Official Journal of the European Union, including evidence of economic, financial

technical and professional qualification of the candidate (see Guide for Candidates) shall be provided.

5. The tendering documentation (Invitation to tender, draft service contract, technical specification, annexes, etc.) will be submitted only to the candidates invited for the second phase.
6. The candidature documentation is only valid when:
  - signed by a duly authorised representative of the candidate;
  - perfectly legible so that there can be no doubt as to words and figures;
  - drawn up using the model reply forms annexed to the guide for candidates.
7. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
  - Before the final date for submission of candidatures:
    - \* At the request of the candidate, the Contracting Authority may provide additional information solely for the purpose of clarifying the nature of the contract. Any requests for additional information must be made in writing only to [HOME-EULISA-PROCUREMENT@ec.europa.eu](mailto:HOME-EULISA-PROCUREMENT@ec.europa.eu). Requests for additional information received less than five working days before the final date for submission of candidatures will not be processed.
    - \* 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 call.
  - After the opening of candidatures
    - \* If clarification is required or if obvious clerical errors in the candidatures need to be corrected, the contracting authority may contact the candidate provided the terms of the candidature/the tender are not modified as a result.
8. All costs incurred during the preparation and submission of candidatures / tenders are to be borne by the candidate / tenderers and will not be reimbursed.
9. This invitation to candidature is in no way binding on the eu-LISA. The eu-LISA's contractual obligation commences only upon signature of the contract with the successful tenderer.
10. Up to the point of signature, the Contracting Authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
11. Applicants will be informed of whether there are accepted or rejected.
12. The guide for applicants, listing all the documents that must be produced in order to apply, including supporting evidence of economic, financial, technical and professional capacity and the draft contract are attached to this invitation.

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 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 entity acting as data controller within eu-LISA. Details concerning the processing of your personal data are available on the privacy statement at:

<http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/agency/> .

14. Your personal data may be registered in the Central Exclusion Database (CED) by the Accounting Officer of the eu-LISA, should you be in one of the situations mentioned in:

- the 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/library/sound\\_fin\\_mgt/privacy\\_statement\\_ced\\_en.pdf](http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf))

Yours faithfully,

On behalf of Krum Garkov, Executive Director



Krzysztof Czekalowski  
Head of Resources and Administrative Department

