

Tallinn, 17/08/2017
Ref:

TO WHOM IT MAY CONCERN

Subject: Call for Tenders LISA/2017/OP/02 Framework Supply Contract for the Supply of Furniture for the New Building in eu-LISA's Operational site in Strasbourg

Dear Sir/Madam,

1. The European Agency for the operational management of large scale IT systems in the area of freedom security and justice (hereafter the Agency) is planning to award the public contract referred to above title. The procurement documents consist in the contract notice, this invitation letter, the Tender Specifications with their annexes and the draft framework contract.
2. If you are interested in this contract, you must submit a tender in duplicate, in one of the official languages of the European Union as follows:
 - (1) In paper form one original and one copy: the original should clearly be labelled "Original" and the Copy as "Copy ".

(2) in PDF (searchable version) MS Word, Excel or compatible format on CD-ROM: CD ROM No 1, to be labelled "CD-ROM No 1" must contain all the requested documents and the tender except the financial part of the offer; the second CD-ROM, to be labelled "CD-ROM No. 2" must contain the financial part in Excel or compatible format of the offer only.

In case of any discrepancies between paper version and the CD ROM version of the tender, the contents of the original paper version shall prevail.

3. Tenders must be placed inside two sealed envelopes. The inner envelope, addressed as indicated below, should be marked as follows:

"CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT – Open Procedure n° LISA/2017/OP/02"

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

Non respect of these instructions may lead to the exclusion of the tender.

4. The tenders must be submitted:
 - a) either by post or by courier not later than **18/10/2017**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below.
 - b) or delivered by hand not later than 17.00 on **18/10/2017** to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by staff member of the Agency.

In case of hand delivery: the Agency is accessible from 09.00 to 17.00 on working days.

The tenderers are kindly requested to inform the contracting authority by e-mail about dispatching the offers.

By post, hand or courier:

CALL FOR TENDERS

LISA/2017/OP/02

European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice

For the attention of eu-LISA Procurement

EU House

Rävala pst 4

10143 Tallinn, Estonia

5. The tenders will be opened on 25.10.2017 at 10.30 at the Tallinn site of the agency at the abovementioned address.
Any tenderer who wishes to attend the opening must register at least two days in advance sending an e-mail to eulisa-PROCUREMENT@eulisa.europa.eu.
Please note that maximum two representatives per tenderer can participate in the opening.
6. Please find enclosed the tender specifications listing all the documents that must be produced in order to submit a tender and the different annexes.
7. Tenders 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;
drawn up by using the model reply forms annexed to the tender specifications.
8. 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 final date for submission.
9. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The terms and conditions are binding on the tenderer to whom the contract is awarded for the duration of the contract.
10. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
11. 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 tenders:
 - * Contracting authority is organising site visit for the tenderers from 10:00 to 11:30 CET on 18/09/2017 at the premises of eu-LISA's operational site that is located at 18 Rue de la Faisanderie, 67100 Strasbourg, France. Tenderers wishing to participate in the site visit have to send written request to eulisa-PROCUREMENT@eulisa.europa.eu no later than 11th of September 2017. Tenderers will be instructed what documents

should be filled in order to be able to access eu-LISA's site. Any questions faced by the tenderers during the site visit should be noted down by them and asked via questions and answers session as described further.

- * At the request of the tenderer, 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 eulisa-PROCUREMENT@eulisa.europa.eu.

The contracting authority is not bound to reply to requests for additional information received less than six working days before the submission date of tenders indicated in point 4.

The contracting authority will deal with questions in the following timeframe:

- o Questions received until 01 September 2017 (Series 1)
- o Questions received between 1-15 September 2017 (Series 2)
- o Questions received between 16-29 September 2017 (Series 3)
- o Questions received between 2-10 October 2017 (Series 4)

All questions that have been received by the Contact Point will be answered after these dates.

The Agency will answer all questions in writing and at the same time via publishing all questions and answers rounds on the Agency's dedicated website.

- * 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 for tenders.

- After the opening of tenders

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

All questions and answers will form integral part of the tender documents and all clarifications will form integral part of the contractor's offer.

Additional information including that referred to above will be posted on:

<http://www.eulisa.europa.eu/Procurement/Pages/OpenTenders.aspx>

12. This invitation to tender is in no way binding on the Agency. The Agency's contractual obligation commences only upon signature of the contract with the successful tenderer.
13. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.
14. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.

15. You will be informed of the outcome of this procurement procedure (award decision) by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly.
16. 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 Mr Krum Garkov, Executive Director of the Agency. Details concerning the processing of your personal data are available on the privacy statement at:
<http://www.eulisa.europa.eu/Procurement/Procurement%20Other%20Documents/Privacy%20statement%20euLISA%20EN.pdf>.
17. 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 Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm
18. You may submit any observations concerning the procurement procedure to the contracting authority using the contact means under point 11. If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>).
19. Within two months of notice of the award decision, you may launch an action for annulment of the award decision. Any request you may make and any reply from us, or any complaint for maladministration, will have neither the purpose nor the effect of suspending the time-limit for launching an action for annulment or to open a new period for launching an action for annulment. The body responsible for hearing annulment procedures is indicated in Section VI.4.1 of the contract notice.

Yours sincerely,

/signed on original/

Krum Garkov, Executive Director

Enclosures (provided only electronically):

Tender Specifications and Annexes

¹ 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.