



Brussels, 14.12.2012
Home C.2 /Agency(2012)1640553/BK/mt

Ares (2012) 1494909

TO WHOM IT MAY CONCERN

**Subject: Framework contract for maintenance services under working conditions for the Schengen information system (SIS II)
Restricted Call for tender n° HOME-C2-2012-09**

1. The European Commission and the European Agency for the operational management of large scale IT systems in the area of freedom security and justice (hereafter the Agency) are planning to award the public contract referred to above.

This invitation for candidature follows the publication of the contract notice in the **OJEU 2012/S 241-395678 on 14 December 2012.**

2. If you are interested in this contract, you are invited to submit your candidature in triplicate in one of the official languages of the European Union as follows:
 - (1) In paper form one original and two copies: the original should clearly be labelled "Original" and the two Copies "Copy 1" and "Copy 2".
 - (2) in PDF or MS Office or compatible format on CD-ROM to be labelled as "Copy 3".

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

3. The candidature documents shall be submitted
 - a) either by post or by courier not later than **28/01/2013**, 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 16.00 on **28/01/2013** to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery.

The department is open from 08.30 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

<p><u>By post:</u></p> <p>CALL FOR TENDERS HOME-C2-2012-09 MWO SIS II European Commission Directorate-General Home Affairs, Contract and Procurement Office For the attention of Dominique Klein</p> <p>Rue Luxembourg 46 office 05/115 B – 1049 Brussels Belgium</p>	<p><u>By courier or by hand:</u></p> <p>CALL FOR TENDERS HOME-C2-2012-09 MWO SIS II European Commission Directorate-General Home Affairs, Contract and Procurement Office (LX 46 05/115)</p> <p>Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium</p>
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4. 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 n° HOME-C2-2012-09 MWO SIS II**". 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 also Guide for Candidates) shall be provided.

5. The tendering documentation (Invitation to tender, draft framework contract, technical specification, annexes, etc.) will be submitted only to the shortlisted candidates.
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-IT-AGENCY-TENDERS@ec.europa.eu].

The contracting authority will deal with questions in two phases. The phases are as follows:

- From 14 December 2012 until 4 January 2013 (Question Phase 1)
 - From 5 January 2013 until 21 January 2013 (Question Phase 2)
 - All questions that have been received by the Contact Point during a question phase will not be answered until that question phase has expired.
 - The Commission will answer all questions of each phase in writing and at the same time. The answers will be sent to all applicants simultaneously. The Commission will publish all questions and answers of the question rounds on the DG HOME website as indicated below.
- * 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.
- * Any additional information including that referred to above will be posted on: http://ec.europa.eu/dgs/home-affairs/financing/tenders/index_en.htm.
- The website will be updated regularly and it is the candidates' responsibility to check for updates and modifications during the period to submit candidatures.
- 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 Commission / Agency. The Commission's / Agency'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 they are accepted or rejected. The Commission plans to invite selected candidates to submit a tender in second half of March 2013 and in line with the rules governing this call for tender procedure, to give minimum 42 calendar days for submission of tenders. Details will be set out in the letter to the candidates selected to submit a tender.

An information session for the selected candidates may be organised approximately two/three weeks after the dispatch of letters inviting selected candidates to submit a tender. No reimbursement will be provided; the tenderers are to travel at their own cost. Details concerning the information session will be provided to the selected candidates in due time.

12. 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, Executing Director of the Agency. Details concerning the processing of your personal data are available on the privacy statement at:

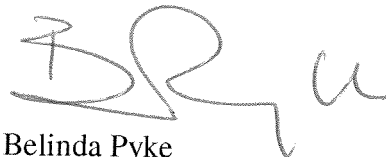
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

13. 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:

- the 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/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm), or

- 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/explained/management/protecting/protect_en.cfm#BDCE)

Yours faithfully,



Belinda Pyke
on behalf of the Agency

Enclosures:

- I. Executive summary
- II. Guide for candidates