

Tallinn, 31/08/2015

TO WHOM IT MAY CONCERN

Subject: Framework contract for the maintenance in working order of the Visa Information System (VIS) and Biometrics Matching System (BMS) (Restricted Call for tender No. **LISA/2015/RP/02**)

Dear Sir/dear 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.
2. If you are interested in this contract, you must submit a request to participate/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 (searchable version) MS Word, Excel or compatible format on CD-ROM.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. The candidature documents must be submitted
 - a) either by post or by courier not later than **30/09/2015**, 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 CET on **30/09/2015** 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.

By post, courier or by hand:

CALL FOR TENDERS

LISA/2015/RP/02 -MWO VIS/BMS

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

Ravala pst 4

10143 Tallinn, Estonia

4. The candidature documents 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 - Restricted procedure No. LISA/2015/RP/02- MWO VIS/BMS".

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 candidature.

5. The documents requested in the Guide for candidates, including evidence of economic, financial, technical and professional qualification of the candidate shall be provided.
 6. The tender documentation (Invitation to tender, draft framework contract, technical specification, annexes etc.) will be submitted only to the shortlisted candidates.
 7. 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 by using the model reply forms annexed to the guide for candidates
 8. Contacts between the contracting authority and candidates 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 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 five working days before the final date for submission of tenders.

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

 - o Until 11 September 2015 (Question Phase 1)
 - o From 12 September until 23 September 2015 (Question Phase 2).
 - o All questions that have been received by the Contact Point during a question phase will not be answered until that question phase has expired.
 - o The Agency will answer all questions of each phase in writing and at the same time. The answers will be sent to all interested economic operators simultaneously. The Agency will publish 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 candidatures.
 - * Additional information including that referred to above will be posted on: <http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/agency/>
All additional information will form integral part of the Phase 1 documentation.
 - 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 candidates provided the terms of the candidature are not modified as a result.
 9. All costs incurred during the preparation and submission of candidatures are to be borne by the candidates and will not be reimbursed.
 10. This invitation to candidature is in no way binding on the Agency. The Agency's contractual obligation commences only upon signature of the contract with the successful tenderer.
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11. 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 compensation. The decision must be substantiated and the candidates/tenderers notified.
12. Once the contracting authority has opened the candidature, it becomes its property and it shall be treated confidentially.
13. Candidates will be informed of whether they are accepted or rejected by e-mail. It is the candidate's responsibility to provide a valid e-mail address together with the contact details in its candidature and to check it regularly. The Agency plans to invite selected candidates to submit a tender in October/November 2015 and in line with the rules governing this call for tenders procedure to give the required number days for submission of the tenders. Details will be set out in the letter to the candidates selected to submit a tender.
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 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/dgs/home-affairs/what-we-do/policies/borders-and-visas/agency/docs/privacy_statement_eu-lisa_en.pdf
15. 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 2014/792/EU of 13.11.2014 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,

/signed/

Krum Garkov
Executing Director

Enclosures:

Annex I - Guide for candidates

Annex II - Executive summary

Annex III - Standard Submission Form