



Dear Madam/Sir,

**Re: - Network to support Travel and Tropical Medicine related activities at ECDC**

**Ref.: OJ/2010/03/16-PROC/2010/011  
- Open call for tender**

1. Please find enclosed the call for tenders relating to the above-mentioned contract.
2. If you are interested in this contract, you should submit a tender in five copies of which one **original** (unbound, **signed** and clearly marked as "Original") and four copies (bound and each marked as "Copy") in one of the official languages of the European Union.
3. Tenderers may choose to submit tenders:

- a) either by registered mail **not later than 03/05/2010**, in which case the evidence of the date of dispatch shall be constituted by the postmark to the following address:

European Centre for Disease Prevention and Control (ECDC)  
Attn: Procurement Office  
171 83 Stockholm  
Sweden

Tenderers submitting their offer by registered mail are requested to return by e-mail ([procurement@ecdc.europa.eu](mailto:procurement@ecdc.europa.eu)) a confirmation on submission of their offer.

- b) or delivered by hand to the following address:

European Centre for Disease Prevention and Control (ECDC)  
Attn: Procurement Office  
Tomtebodavägen 11A  
171 83 Solna  
Sweden

**not later than 16.00 (local time) on 03/05/2010**. In this case, a receipt must be obtained as proof of submission, signed and dated by the staff working at the reception at the ECDC who took delivery.

4. Tenders must be placed inside two sealed envelopes. The outer envelope, addressed to the department indicated in the invitation to tender, should be marked as follows: **"Invitation to tender - not to be opened by the internal mail department" and the project title**. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope must also contain three sealed envelopes as follows:

**Envelope A**, containing one **original** (unbound, **signed** and clearly marked as "Original") of the **Technical Proposal** and four copies (bound and each marked as "Copy").

**Envelope B**, containing one **signed original** and four copies of the **Financial Proposal**.

**Envelope C**, containing one original copy of the **supporting documentation**.

5. The specification, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity and the draft contract are attached.

6. Tenders must be:
  - signed by the tenderer or his duly authorised representative;
  - perfectly legible so that there can be no doubt as to words and figures;
7. Period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect: 6 months following the closing date for submission of tenders.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
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 final date for submission of tenders:
    - \* 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 the address (see point 3.b) or by e-mail: [procurement@ecdc.europa.eu](mailto:procurement@ecdc.europa.eu)  
Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.
    - \* The ECDC 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 sent simultaneously to all candidates invited to tender.
  - 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.
    - \* In case of negotiated procedure, the contracting authority may negotiate with tenderers the offers they have submitted, in order to adapt them to the requirements set out in the contract notice, tender specifications or any additional document and in order to find the tender offering best value for money. During negotiations equal treatment of all tenderers will be ensured.
10. This invitation to tender is in no way binding on the ECDC. The ECDC's contractual obligation commences only upon signature of the contract with the successful tenderer.  
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. You will be informed whether or not your tender has been accepted.
12. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
13. Processing your reply to the invitation to tender will involve 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 ECDC. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to

[dpo.ecdc@ecdc.europa.eu](mailto:dpo.ecdc@ecdc.europa.eu). You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

14. You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation<sup>1</sup> may be included in a central database and communicated to the designated persons of the ECDC, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the ECDC.

Yours sincerely,



Denis Coulombier  
Head of Preparedness and Response Unit

Encl.: Tender specifications  
Model contract

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<sup>1</sup> Council Regulation (EC, Euratom) N° 1605/2002 of 25 June 2002 (OJEU L 248 of 16.09.2002), as amended by Council Regulation (EC, Euratom) N° 1995/2006 of 13.12.2006 (OJEU L 390 of 30.12.2006).