



Sarajevo, 23 October 2013

Dear Sir/Madam,

**Subject: Purchase of ICT equipment for the Delegation of the European Union to Bosnia and Herzegovina.  
Negotiated procedure without contract notice for low value contracts,  
vendors sub-list G2.9**

1. The Delegation of the European Union to Bosnia and Herzegovina, represented by the Head of the Delegation is planning to award the direct contract referred to above. Please find enclosed the related tender specification listing all the documents that must be produced in order to submit a tender, and the draft contract.
2. If you are interested in this contract, you should submit a tender in English.
3. Tenders shall be submitted by electronic mail no later than 15/11/2013 at 14:00 to [delegation-bih-admin-tenders1@eeas.europa.eu](mailto:delegation-bih-admin-tenders1@eeas.europa.eu). The subject of the email will be **Purchase of ICT equipment, Ref DELBIHS/SUP/VSL G2.9/2013/5**.

This mailbox will be locked until the deadline for the submission. Any correspondence sent to it will not be processed before the deadline for submission.

4. 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 using the model reply forms in the tender specification.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 60 days from the final date for submission.
6. 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. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
7. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
8. 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 [delegation-bih@eeas.europa.eu](mailto:delegation-bih@eeas.europa.eu). Note that this address is different from the one for submission of tenders. Any correspondence sent to the email designated for the tenders' submission will not be processed before the deadline for submission.

Requests for additional information received less than five working days before the final date for submission of tenders 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 for tenders.
- \* Any additional information including that referred to above will be sent simultaneously to all candidates invited to tender and published on the website <http://www.delbih.ec.europa.eu/Tenders.aspx?id=65&cat=2&lang=EN>.

- 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.
- \* The contracting authority may negotiate with tenderers the tenders 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.

9. This invitation to tender is in no way binding on the contracting authority. The contracting authority'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. Once the contracting authority has opened the tender, the document shall become its property and it shall be treated confidentially.
12. You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.
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 Head of EU Delegation to Bosnia and Herzegovina. Details concerning the processing of your personal data are available on the privacy statement at:

[http://eeas.europa.eu/data\\_protection/index\\_en.htm](http://eeas.europa.eu/data_protection/index_en.htm)

14. 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 EEAS, 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](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) ),

or

- the Commission Regulation 1302/2008 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](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE) )

Yours sincerely,

Peter SØRENSEN  
Head of Delegation

Annexes: Tender specifications  
Draft contract: PURCHASE ORDER  
Model Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest