



EUROPEAN UNION

Ref. Ares(2014)651660 - 10/03/2014

DELEGATION TO BOSNIA AND HERZEGOVINA

Sarajevo, 10 March, 2014

Dear Sir/Madam,

Subject: Installation of required equipment and provision of international telephony services

Negotiated procedure without contract notice for low value contracts

Reference EEAS-DELBIHS-SER-DIR-2014-01

1. The European External Action Service (EEAS), represented by the Head of the Delegation to Bosnia and Herzegovina 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 one original and two copies in English.
3. Tenderers shall submit tenders by letter:
 - a) either by post or by courier not later than 30/04/2014, 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 30/04/2014 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 central mail department who took delivery.

By post, courier or by hand:

CALL FOR TENDERS

Installation of required equipment and provision of international telephony services

Reference EEAS-DELBIHS-SER-DIR-2014-01

Delegation of the European Union to Bosnia and Herzegovina

For the attention of Ute BOLDUAN, Head of Administration

Skenderija 3a

71000 Sarajevo

Bosnia and Herzegovina

Skenderija 3a, Sarajevo, Bosnia and Herzegovina
Telephone: (387-33) 254 700 - Fax: (387-33) 666 037
e-mail: delegation-bih@eeas.europa.eu
www: www.europa.ba

Tenders must be placed inside two sealed envelopes. The inner envelope, addressed as indicated above, should be marked as follows: "CALL FOR TENDERS – EEAS-DELBHIS-SER-DIR-2014-01 - NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT". 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 two sealed envelopes, one containing the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

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 3 months 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.

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://europa.ba/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. An on-site visit is obligatory for the participation in this tender.
- If you are interested to participate in this tender, you must notify contracting authority by sending email to delegation-bih@ec.europa.eu. The email has to include identity of maximum 2 persons authorised to represent you on the site visit.
- The on-site visit will be organised no later than ten working days before the closing date for submission of tenders. The representatives shall be asked to present their ID card in order to attend site visit. No replies to questions will be given during the site visit.
- Following the site visit, you will receive the official certificate about the participation in the site visit. The original site visit certificate has to be included in the tender.
10. 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.
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 any compensation. This decision must be substantiated and the candidates or tenderers notified.
12. Once the contracting authority has opened the tender, the document shall become the property of the contracting authority and it shall be treated confidentially.
13. 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.
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 Head of EU Delegation to Bosnia and

Herzegovina. Details concerning the processing of your personal data are available on the privacy statement at:

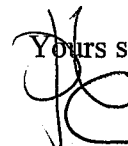
http://eeas.europa.eu/data_protection/index_en.htm

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 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),

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#BDC E)

Yours sincerely,

Peter SØRENSEN
Head of Delegation

Annexes: Tender specifications
Draft contract: DIRECT
Model Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest
Financial Offer Template