



EUROPEAN UNION  
DELEGATION TO BOSNIA AND HERZEGOVINA

Finance, Contracts and Audit Section

## **CORRIGENDUM no. 2 to the Service Contract Notice**

### **EU support for IDDEEA (Agency for Identification Documents, Registers, and Data Exchange)**

**Publication ref: EuropeAid/140420/DH/SER/BA; Tender no.: EC/BiH/TEN/19/011**

#### **The Service Contract Notice is modified as follows:**

Point 25 - How applications may be submitted - is modified and reads as follows:

Applications must be submitted in English to the contracting authority in the following ways:

1) as a paper version in a sealed envelope:

- EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Delegation of the European Union to Bosnia and Herzegovina  
Finance, Contract and Audit Section - Procurement Team  
Skenderija 3a, 71000 Sarajevo, Bosnia and Herzegovina

- OR hand delivered by the candidate in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Delegation of the European Union to Bosnia and Herzegovina  
Finance, Contract and Audit Section - Procurement Team  
Skenderija 3a, 71000 Sarajevo, Bosnia and Herzegovina

Opening hours: Monday to Thursday 08:30 - 17:30; Friday 08:30-14:00

The contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

#### **OR,**

2) In electronic form

- EITHER by **usb stick** sent or hand delivered to the EU Delegation in the same way as indicated above

- **OR by e-mail** to the following functional mailbox:

[Del-bih-application-140420@eeas.europa.eu](mailto:Del-bih-application-140420@eeas.europa.eu)<sup>1</sup>.

This change (additional submission in electronic format) is due to the current exceptional circumstances related to COVID -19, and is needed pending the full establishment of the upcoming European Commission e-tendering platform (OPSYS). Temporary COVID 19 - related e-tendering systems are allowed since 23<sup>rd</sup> March 2020 by the Director General of DG NEAR. This will ensure minimum business continuity in the European Commission's tendering processes, as well as a better respect of the equal treatment principle.

The application will be accepted exceptionally even if it is **ONLY** submitted in electronic format before the submission deadline.

This e-mail submission is however subject to the conditions indicated below, otherwise they will be rejected (unless physical copies arrive also before the deadline).

Applications submitted by e-mail will be considered provided the following 6 (six) **cumulative** conditions are respected:

1. The applications sent via e-mail must be submitted in .ZIP format. The applications submitted in any other formats will be rejected.
2. They should be less than 5 MB (per e-mail), ideally sent in a single file (one e-mail). If not in several e-mails – as few as possible.
3. The title of the e-mail should indicate: "*COVID 19 - E TENDER SUBMISSION/ EuropeAid/140420/DH/SER/BA / EU support for IDDEEA / name of company / e-mail number*". For this last part in the title: if the application is sent via one e-mail please indicate in the title of your email 1/1. If the offer is sent via several emails (e.g. 3 e-mails) please indicate in each e-mail in title 1/3, 2/3 and 3/3.
4. The option “read receipt” must be activated by the candidate before submitting the application to the functional mailbox. Only after the deadline for submission has expired, will tenderers receive a formal acknowledgment of receipt<sup>2</sup> to acknowledge the date and time of the receipt of their offer.
5. E-mail submissions must be sent from a corporate entity e-mail account.

Electronic submissions should be followed by an identical application sent by physical means, which doesn't need to arrive prior to the deadline, but at the earliest convenience, in view of the COVID situation, If there will be a difference between the electronic version and the physical version, the electronic version will prevail.

**Applications submitted by any other means will not be considered.**

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<sup>1</sup> Please note that this functional mailbox is only for receiving the applications and must not be used for communication/clarification. The functional mailbox specified in point 5 of the contract notice is valid for communication/clarification.

<sup>2</sup> From the functional mailbox specified in point 5 of the contract notice.

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application.

All other terms and conditions of the service contract notice remain unchanged.

The above alterations and/or corrections to the service contract notice are integral part of the service contract notice.