

Helsinki, 8 December 2011

Subject: Invitation to Tender – Call for tenders No ECHA/2011/278
Open procedure – OJEU 2011/S 245-396820
Framework Service Contract for Media Services

1. The European Chemicals Agency (ECHA, the Agency) launches a call for tender for the award of the above-mentioned contract.

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

3. The deadline for submission of tenders is:

24/02/2012

Tenders must be:

- a) **either sent by registered mail** (date as postmark serving as evidence of timely submission); to the following address:

*European Chemicals Agency (ECHA)
Invitation to tender No: ECHA/2011/278
Finance Unit R1
PO Box 400
Annankatu 18
00121 Helsinki
Finland*

- b) **or sent by courier services**, (date of deposit slip serving as evidence of timely submission), to the address below:

- c) **or delivered by hand**, in person or by an authorised representative no later than 16:00 hours Helsinki time on 24/02/2012, (date of acknowledgement of receipt by the Agency serving as evidence of timely submission) to the following address:

*European Chemicals Agency (ECHA)
Invitation to tender No: ECHA/2010/278
Finance Unit R1
Annankatu 18
00120 Helsinki
Finland*

Tenderers shall observe precisely the above indications in order that tenders reach their specified destination in due time.

Late submission will lead to the exclusion of the tender from the award procedure for this Contract. Offers sent by e-mail or by fax will also be non admissible. Envelopes found open at the opening session will also lead to non admissibility of the tender. Consequently, tenderers must ensure that their bids are packed in such a way as to prevent any accidental opening during its mailing.

4. The tender must be submitted, **in triplicate** (one set of originals and two sets of copies) and in electronic format on CD ROM, under double sealed cover.

Both envelopes should be addressed to the Finance Unit R1 and marked "*Invitation to tender No ECHA/2011/278*" and "*Not to be opened by the internal mail service*". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

5. 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;
- drawn up following the instructions and using the model forms in the specifications.

6. The offer must remain valid for a period of **9 months** following the deadline for submission of tenders.

7. Submission of a tender implies acceptance of the terms and conditions set out in this invitation to tender and in the specifications, including the technical documentation and 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.

8. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

a) Before the deadline 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 only in writing with the subject indication « ECHA/2011/278 » to the following e-mail address:
opencalls@echa.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 Agency 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 tenderers who have requested the specifications and will be published at the Agency's website http://echa.europa.eu/opportunities/procurement_en.asp.

b) 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.

9. This invitation to tender is in no way binding on the Agency. The Agency'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 tenderers notified.

10. You will be informed whether or not your tender has been accepted.

11. Handling your reply to the invitation to tender will involve the recording and processing of personal data (such as your name, address and CV). This data will be processed in accordance with the requirements of Regulation (CE) 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data. Except if mentioned otherwise, replies to questions and personal data are necessary for the purpose of assessing a tender according to the specifications of the invitation to tender and will only be processed for this purpose. A tenderer may, upon request, obtain the communication of personal data and rectify any inaccurate or incomplete personal data. Any queries concerning the processing of personal data should be addressed to the Agency. As regards to the processing of personal data, a tenderer has the right to recourse at any time to the European Data Protection Supervisor.

We look forward to receiving your tender.

Yours sincerely,



Geert DANCET
Executive Director

Incl. Tender specifications and model contract