

Sèvres, 20/12/2011

OPEN INVITATION TO TENDER

Ref.: AO/ECVET/STUDY/01/11-20/12/2011

“Analysis of European practices in Accumulation, Recognition and transfer of Learning Outcomes”

Dear Sir/Madam,

We thank you for the interest you have shown in this tender.

The purpose of this tender and additional information necessary to present a tender can be found in the attached Tender Specifications. You should note however the following important points concerning the submission of a tender and its implications.

- 1- Tenders should be submitted preferably in English, but in any case in one (or in any) of the official languages of the European Union.
- 2- Tenders may be submitted exclusively according to the Consultation rules and the selection of candidates tendering for the general study tender lot.
- 3- Tenders must be submitted strictly adhering to the Consultation rules and the selection of candidates tendering for the general study tender lot.
- 4- Tenderers must ensure that their tenders are signed by an authorized representative and that tenders are legible. It is mandatory to include in the offer a cover letter, signed by the person/s that is/are authorized to sign the contract in case of contract award, stating that the tenderer accepts in full and without restriction the requirements of these Tender Specifications, and the Special and General conditions governing this contract as the sole basis of this tendering procedure (see also point 1 of the Tender Specifications).
- 5- Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications 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.
- 6- The opening of tenders will take place at ANFA on **the date and time specified** Consultation rules and the selection of candidates tendering for the general study tender lot (and summarized in the timetable in point 8 below). Each tenderer may be represented at the opening of tenders by one person. The name of the person attending the opening must be notified in writing by e-mail (concoursexterieurs@anfa-auto.fr or contact@ecvet-team.eu) at least two working days prior to the opening session.

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- 7- Contacts between the contracting authority (ANFA-ECVET Team) 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 ANFA ECVET Team may provide additional information solely for the purpose of clarifying the tender documents. Any request for additional information must be made in writing by or by e-mail (concoursexterieurs@anfa-auto.fr or contact@ecvet-team.eu).

Requests for additional information/clarification should be received by the date and time as specified in the timetable in point 8 below. No such requests will be processed after that date.

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 tender.

Any additional information, including that referred to above, will be published ECVET Team's website. Please ensure that you visit regularly the site for updates up to the closing date for receipt of tenders.

After the final date for submission of tenders:

Tenderers should not contact the contracting authority (i.e. ANFA or ECVET Team) on their own initiative after the final date for submission of tenders.

Tenderers should not amend their offers, e.g. by completing the documents they sent, replacing them with amended ones or sending new documents initially not included in the tender, as this will lead to rejection of the tender. Any such need identified by the Evaluation Committee will be notified to the tenderer concerned at ANFA or ECVET Team's initiative, providing for a reasonable deadline for response (see also the provisions under the heading below).

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.

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Tenderers should not contact the contracting authority (i.e. ANFA -ECVET Team) on their own initiative after the tenders have been opened.

If the supporting documents for the assessment of an award criterion are missing, these may not be requested as clarification if this might alter the proposal. Any requests for clarification in that regard should not lead to amendment of the terms of the tender. The tenderers' replies must serve solely the purpose to provide the Evaluation Committee with a clarification regarding the offer in relation to the technical proposal or concerning obvious clerical errors in the financial offer. Neither the technical content of the tender nor the financial offer may be changed.

In case the tenderer alters the total financial offer during a clarification (beyond the correction of any obvious clerical/calculation errors), this offer will be automatically rejected.

8- Timetable:

	DATE	TIME
Deadline for request for any clarifications from the Contracting Authority (ANFA – ECVET Team)	13 January 2012*	< N/A >
Last date on which clarifications are issued by ANFA ECVET Team	as soon as possible	< N/A >
Deadline for submission of tenders (hand delivered)	06 February 2012	17h00
Deadline for submission of tenders by post / courier	06 February 2012	< N/A >
Validity of the tenders	06 August 2012	< N/A >
Tender opening session	13 February 2012	10h00
Tender selection session	20 February 2012	10h00

*: Please note that ANFA will be closed between 24/12 and 31/12/2011 for Christmas and New Year Holidays. Any request for clarification received during the closure will be processed the 1st week of January 2012.

9- Tenderers must maintain the validity of their tender for at least 6 months following the deadline of submission of tenders.

In exceptional cases, before the period of validity expires, ANFA – ECVET Team may ask the tenderers to extend the period for a specific number of days, which may not exceed 40. The selected tenderer must maintain his tender for a further period of 60 days from the date of notification that his tender has been recommended for the award of the contract.

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The further period of 60 days is added to the initial period of 6 months irrespective of the date of notification.

- 10- All costs incurred in preparing and submitting tenders are borne by the tenderers.
- 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. If such decision is taken, the tenderers will be notified accordingly.
- 12- This invitation to tender is in no way binding on ANFA-ECVET Team. ANFA-ECVET Team's contractual obligation commences only upon signature of the contract with the successful tenderer.
- 13- Evaluating your tender and your possible subsequent replies to questions in accordance with the specifications of the invitation to tender, will involve the recording and processing of personal data (such as your name, address and CV). Unless indicated otherwise, such personal data will be processed by ANFA's Contract and Legal Service solely for that purpose and pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of data by the Union institutions and bodies and on the free movement of such data. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf
- 14- 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
- 15- All tenderers will be informed in writing of the results of the tender procedure.

I look forward to receiving your bid in response to these tender documents.

Yours sincerely,

For ANFA

Yves TERRAL (Director)



Attached:

- the tender specifications,
- the conditions rules and the selection,
- the deed of commitment.

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