



Publications Office

Resources Directorate
Calls for Tenders & Contracts Unit

Luxembourg,
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Ref: ZsK – ITT 10233 New EUR-Lex Invitation letter.doc

Subject: Invitation to tender N° 10233
Title: "Design and development of the new EUR-Lex"
Ref.: - Contract notice N° 151-220293 published in the Official Journal of
08/08/2009

Dear Sir or Madam,

Please find enclosed, as requested, the various documents concerning the above-mentioned invitation to tender.

Please note that the tender documentation is also available on the following web page:

http://www.publications.europa.eu/tenders/our/index_en.htm

Please send your request to take part in the dialogue (referred to as "request" hereafter) to the following address:

**PUBLICATIONS OFFICE OF THE EUROPEAN UNION
CALLS FOR TENDERS AND CONTRACTS UNIT
2, RUE MERCIER
L - 2985 LUXEMBOURG**

You must observe the rules set out below when submitting your request to take part in the dialogue; otherwise the request may be rejected.

1. Requests must be submitted:

- either by registered post or by courier service, sent no later than **30/09/2009**, date as of dispatch, the postmark or the date of the deposit slip;
- or hand-delivered to the Internal Post Service of the Publications Office, no later than **16:00 (CET)** on **30/09/2009** in exchange for a receipt dated and signed by an official of that department.

PUBLICATIONS OFFICE OF THE EUROPEAN UNION

2. Requests must be sent under double cover. Both envelopes must be sealed, and the inner envelope must bear, in addition to the name of the recipient department, the following wording:

INVITATION TO TENDER – NOT TO BE OPENED IN THE POST ROOM

- **Invitation to tender N°** **10233**
- **Title:** **Design and development of the new EUR-Lex**
- **Request from:** [name of the candidate]

If self-adhesive envelopes are used, they must be sealed with adhesive tape, across which senders must sign their name.

Candidates are recommended to use strengthened envelopes.

N.B.: For security reasons, the Publications Office may not be able to accept packages that exceed the following dimensions: width 31 cm, length 45 cm, height 25 cm – which corresponds to the cases known as “American boxes”.

3. Requests must be sent in triplicate **in recto-verso if possible**, in one of the official languages of the European Union.
4. The descriptive document, listing all the documents that must be produced in order to participate in this procedure, including supporting evidence of economic, financial, technical and professional capacity is attached.
5. Submission of the request implies the acceptance of all the terms and conditions set out in this invitation to tender and in the descriptive document and, where appropriate, waiver of the candidate’s own general or specific terms and conditions. It is binding on the future tenderer to whom the contract will be awarded for the duration of the contract.
6. Requests must be:
 - signed by the candidate or his duly authorised representative;
 - perfectly legible so that there can be no doubt as to words and figures;
 - if necessary, drawn up using the model reply forms in the descriptive document.
7. Contacts between the contracting department and the candidates are prohibited throughout the procedure save in exceptional circumstances and under the following conditions:

Before the final date for submission of requests:

- At the request of the candidate, the contracting department may provide additional information solely for the purpose of clarifying the nature of the contract.

Any request for additional information must be made in writing to the above-mentioned Unit, or via fax +352 2929 42672.

Requests for additional information received less than five (5) working days before the closing date for submission of requests will not be processed.

- The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for tender.
- Any additional information including that referred to above will be sent simultaneously to all candidates who have requested the documentation of this procedure.

After the opening of the requests:

- If clarification is required or if obvious clerical errors in the request need to be corrected, the contracting department may contact the candidate provided the terms of the request are not modified as a result.
8. This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer at the end of the procedure.

Up to the point of signature, the contracting department may either withdraw from the contract or cancel the procurement procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
 9. You will be informed whether or not your request has been accepted.
 10. If your request includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
 11. The follow up of your response to the invitation to tender will require the recording and further processing of personal data (name, address and CV, for example). Such 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. Unless indicated otherwise, replies to questions and any personal data requested are required to evaluate your request and tender according to the descriptive document and the future specifications of the invitation to tender and will only be processed by the Publications Office for that purpose. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. Should you have any queries concerning the processing of your personal data, please address them to the Publications Office' Data Protection Officer. For matters relating to the processing of your personal data, you have a right to recourse at any time to the European Data Protection Supervisor.
 12. You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation¹ may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, upon request to the accounting officer of the Commission.

Yours faithfully,



António CARNEIRO
Head of Unit

Encl.: Descriptive document

¹ Council Regulation (EC, Euratom) N° 1605/2002 of 25 June 2002 (OJEU L 248 of 16.09.2002), as amended by Council Regulation (EC, Euratom) N° 1995/2006 of 13.12.2006 (OJEU L 390 of 30.12.2006).