



Floor 18 | Tower 42 | 25 Old Broad Street
London EC2N 1HQ | United Kingdom

t +44 (0)20 7382 1770
f +44 (0)20 7382 1771
info@eba.europa.eu
www.eba.europa.eu

26 April 2013

INVITATION TO TENDER

Open Procedure Invitation to Tender EBA/2013/002/OPS/SUP/OP Supply of Office Stationery

European Banking Authority – EBA - invites tenders for the supply of office stationery (see Annex I - "Tender Specifications" for details).

The closing date of this procurement procedure is **Wednesday 5 June 2013 @ 12.00 hrs (noon) BST**.

The Tender Specifications with annexes, including the Model Framework Contract (Annex VII) are attached to this invitation to tender letter. The Tender Specifications give full instructions on how to respond to this tender and clearly indicate which documents are required to be submitted.

Interested tenderers are invited to send their tender to EBA no later than **Wednesday 5 June 2013 @ 12.00 hrs (noon) BST** in strict compliance with the instructions given in the Tender Specifications. Tenders must be signed by the tenderer or his duly authorised representative and must be perfectly legible so there can be no doubt as to the words or figures.

Please note that submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender letter, in the Tender Specifications with annexes, in the Model Contract (Annex VII) and 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.

Period of validity during which tenderers may not modify the terms of their tender in any respect shall be at least six months from the closing date mentioned above.

Please note that any contacts between EBA and tenderers, other than for clarification purposes, are prohibited throughout the tender procedure. Requests for clarification must be sent by email to tenders@eba.europa.eu and a copy to alison.smith@eba.europa.eu with the subject “EBA/2013/002/OPS/SUP/OP” not later than **Wednesday 22 May 2013 @ 17.00 hrs BST**.

EBA will reply to requests for clarification in strict compliance with the equal treatment principle. The answers to all such requests will be published on the EBA website. To ensure that tenderers are informed of answers to requests for clarification and possible corrigenda, tenderers are strongly advised to visit the procurement pages of the EBA website regularly throughout the tendering period.

This invitation to tender does not constitute any contractual obligation on the part of EBA; such an obligation only commences upon signature of a contract with the successful tenderer.

Tenderers will be informed whether their tenders have been accepted or not.

EBA may, before the contract is signed, either abandon the procurement or cancel the award procedure without the tenderer being entitled to claim any compensation. In such a situation, a decision to cancel would be notified to all tenderers.

Processing your reply to the invitation to tender may involve the recording and processing of personal data (such as names, addresses and Curricula Vitae). 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 and, if necessary, for any other relevant purposes which may be specified by EBA. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to EBA. 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.

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 general Financial Regulation¹ may be included in a central database and communicated to the designated persons of the European Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the general Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said

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).

economic operators. Any party entered into the database has the right to be informed of the data concerning it upon request to EBA. EBA will obtain the requested information from the accounting officer of the European Commission.

(signed)

Yours faithfully,

Adam Farkas
Executive Director

Enclosed

1. ANNEX I - Tender Specifications
2. ANNEX II – Exclusion Criteria
3. ANNEX III – Technical Specifications
4. ANNEX IV – Costing Sheet
5. ANNEX V – Price Simulation Scenario
6. ANNEX VI – Technical Proposal form
7. ANNEX VII – Model Supply Framework Contract
8. ANNEX VIII – Legal Entity Form
9. ANNEX IX – Financial Identification Form
10. ANNEX X – Financial Capacity Form
11. ANNEX XI – Checklist of documents which tenderers must submit