



EUROPEAN COMMISSION
Competition DG

Registry and Resources
The Director

Brussels, 1 March 2016
COMP R3 (2016) 021234
HT 4671

TO WHOM IT MAY CONCERN

Subject: Invitation to submit a request to participate to the call for tenders n° COMP/2016/007 - Direct framework contract for the acquisition of a Case Management Framework and related IT consultancy services for the European Commission ("CASE MANAGEMENT FRAMEWORK"). Restricted Procedure published in the OJ/S 2016/S 042-068535 of 01/03/2016

1. The European Commission is planning to award the public contract referred to above. The procurement documents consist in the contract notice referred to above, this invitation letter and the Guide for candidates with their annexes.
2. This contract will be awarded in two steps. As a first step, if you are interested in this contract, you should submit a request to participate in one of the official languages of the European Union. In a second step, only selected candidates will be invited to submit a tender. Any tender received from a legal or natural person not invited to tender will be rejected.
3. You must submit your request to participate on paper in one original and three (3) copies.

The tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows:

"CALL FOR TENDERS - NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT - Restricted procedure n° COMP/2016/007 - CASE MANAGEMENT FRAMEWORK".

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape. Please enclose a DVD/CD-ROM/USB key containing an electronic version of the request to participate in the inner envelope as well.

The time limit for receipt of the request to participate is **04/04/2016**. You must use one of the means of submission listed below. Receipt is understood as the time at which the tenderer hands over the tender to the post office or courier service or central mail department.

Means of submission	Time limit	Evidence of dispatch	Address for delivery
Post	24:00 CET	Postmark	CALL FOR TENDERS COMP/2016/007 – (CASE MANAGEMENT FRAMEWORK) European Commission Directorate-General Competition, Unit R3, MADO 15/69 For the attention of Manuel Pérez Espín B – 1049 Brussels Belgium
Courier	24:00 CET	Deposit slip of courier service	CALL FOR TENDERS COMP/2016/007 – (CASE MANAGEMENT FRAMEWORK) European Commission Directorate-General Competition, Unit R3, MADO 15/69 For the attention of Manuel Pérez Espín Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium
In person (hand delivery)	17:00 CET	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	

Mail can be received from 07.30 to 17.30 Monday to Friday. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

4. You must provide evidence of economic, financial, technical and professional capacity in the way and structure described in Appendix 2: Guide for Candidates.
5. Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
6. All costs incurred for the preparation and submission of tenders are to be borne by the

tenderers and will not be reimbursed.

7. Contacts between the contracting authority and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the conditions mentioned in section II.2 of the Guide for Candidates.
8. Up to the point of signature, the contracting authority may 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. Once the contracting authority has opened the request to participate, it becomes its property and it shall be treated confidentially.
10. Candidates will be informed of whether they have been selected or not by email only. It is your responsibility to provide a valid email address together with your contact details in your request to participate.
11. The European Commission will invite the selected candidates to participate to the Tender Phase and to submit a tender in line with the rules governing this call for tenders' procedure. The tender documents related to the Tender Phase will be sent only to the selected candidates.
12. An information session for the selected candidates may be organised at the beginning of the second phase of the restricted procedure (Tender Phase). Further information hereon will be provided with the documentation of the Tender Phase.
13. A Proof of Concept (POC) exercise may be organised during the Tender Phase. Further information hereon will be provided with the documentation of the Tender Phase.
14. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as natural persons' names, addresses and CVs), 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 by the Registry and resources directorate of the Directorate-General for Competition. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
15. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial

Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)

Yours faithfully,


Isabelle Bénoliel

Enclosure:

Appendix I	Executive summary	Describes the project: context, stakeholder, scope of call for tenders and work packages.
Appendix II	Guide for candidates	Describes the procedure of the call for tenders: scheduling, contact, confidentiality, preparation and structure of the application, selection criteria and exclusion criteria.

¹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.