



MID VALUE NEGOTIATED CONTRACT: INVITATION TO TENDER AUDIOVISUAL SERVICES

SUBJECT

The Bio-based Industries Joint Undertaking (BBI JU) envisages awarding a service contract for the production of audio-visual materials to promote BBI JU activities and the research projects funded by BBI JU.

SUBMISSION OF THE TENDER

If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.

SUBMISSION deadline: You are requested to submit your offer *by email* no later than **16:00 (CEST) on 03 August 2016** to procurement@bbi.europa.eu

REQUESTING INFORMATION from BBI JU: The deadline for requesting clarifications from BBI is 17:00 (CEST) on 27 July 2016. Only written requests for clarifications are acceptable and shall be sent to the e-mail address procurement@bbi.europa.eu.

REPLIES TO REQUESTS: The latest date that BBI JU will issue responses to clarification requests is 17:00 (CEST) on 29 July 2016.

Your submission of a tender implies acceptance of all the terms and conditions set out in this invitation to negotiate and tender specifications and in the purchase order and, where appropriate, waiver of your own general or specific terms and conditions. Submission of a tender is binding on the candidate to whom the contract is awarded for the duration of the contract.

All costs incurred during the preparation and submissions of tender are to be borne by the candidate and will not be reimbursed.

PRICE

The maximum cost of the services under the initial 12 month contract shall not exceed € 135 000 (one hundred and thirty five thousand euros).

The contract prices shall be firm and not subject to revision during the period of validity of the tender. Prices quoted shall be exclusive of all taxes. BBI JU, in conformity with the Protocol on Privileges and Immunities of the European Community annex to the Treaty of April 8, 1965, is exempt of all duties, taxes and dues (including VAT). The price must be broken down into unit prices and quantities.



CONTACT WITH BBI

Contact between BBI JU (the contracting authority) and tenderers is prohibited throughout the procedure, save in exceptional circumstance and under following conditions only:

Before the deadline date:

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the procurement documents.

Any additional information, including that referred to above, will be published openly on the BBI JU web site on the 'Tenders and procurements' page address (<http://www.bbi-europe.eu/about/tenders-and-procurement>). The website will be updated regularly and it is your responsibility to check for updates and modification during the submission period.

After the deadline date:

If an obvious clerical error in the tender needs to be corrected or confirmation of a specific or technical element is necessary, the contracting authority will contact the tenderers providing this does not lead to substantial changes to the terms of the submitted tender.

The contracting authority may enter into negotiation with the tenderers on the tender they have submitted, in order to adapt them to meet the conditions of the procurement document and in order to find the most economically advantageous offer. The minimum requirements which are defined the procurement documents **are not subject to negotiation**. During negotiation, equal treatment of all tenderers will be ensured. The contracting authority reserves the right not to negotiate and to award the contract on the basis of the tenders initially received.

TENDER SPECIFICATIONS

The tender must be:

- signed by a duly authorised representative of the candidate;
- perfectly legible so that there can be no doubt as to words and figures.

The period of validity of the tender, during which you may not modify the terms of your tender in any respect, is at least 60 days from the final date for submission.

This invitation to negotiate is in no way binding on BBI JU. BBI JU's contractual obligation commences only upon signature of the contract with the successful candidate.

Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidate being entitled to claim any compensation. This decision must be substantiated and the candidate notified.

Once the BBI JU has opened the tender, the document shall become the property of the Joint Undertaking and its contents shall be treated confidentially.

AWARD OF THE CONTRACT

You will be informed of the outcome of this procurement procedure.



Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price (see in the Tender Specifications, sections 3 and 4).

The contract shall be awarded to the tenderer submitting the tender offering the best-value-for-money (best quality-price ratio) according to the criteria set out in the section 5 of the Tender Specifications document.

The final payment of the balance under the contract shall be made in accordance with the conditions specified in the Purchase Order and general conditions attached to it provided that the Contractor has fulfilled all his contractual obligations.

DATA PROTECTION

If processing your reply to the invitation to tender involves the recording and processing of personal data, 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 BBI JU.

Please see the privacy statement for details concerning the processing of your personal data available here - http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

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 available here - http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm).

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.