



Brussels 24-05-2017

Dear Sir/Madam,

**Subject: invitation to negotiate a tender to organise the event ‘Stakeholder Forum’ (6-7 December 2017).**

1. The BBI JU is planning to award the public contract referred to above. Please find attached the related tender specifications listing all the documents that must be produced in order to submit a tender, and the purchase order
2. If you are interested in this contract, you should submit a tender in English.
3. The candidate shall submit the tender by electronic mail no later than 19/06/2017 to [[procurement@BBI.europa.eu](mailto:procurement@BBI.europa.eu)].
4. 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;
5. 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.
6. 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 yours 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.
7. All costs incurred during the preparation and submissions of tender are to be borne by the candidate and will not be reimbursed.
8. Contacts between the contracting authority and candidate:

Any requests for additional information must be made in writing only to the functional mailbox set in point 3.

The contracting authority may negotiate with the candidate the tender submitted, in order to adapt it to the requirements set out in tender specifications or any additional document and in order to obtain a tender offering best value for money.



10. This invitation to negotiate is in no way binding on the BBI JU. The BBI JU's contractual obligation commences only upon signature of the contract with the successful candidate.
11. 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.
12. Once BBI JU has opened the tender, the document shall become the property of the BBI JU and it shall be treated confidentially.
13. You will be informed of the outcome of this procurement procedure.
14. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), 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 Directorate General for Research and Innovation. Details concerning the processing of your personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).
15. Your personal data may be registered in the Early Data Warning System (EDES) by the Authorising Officer of the BBI JU, should you be in one of the situations mentioned in:
  - the BBI JU Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#SAP](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#SAP)), or
  - the BBI JU Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE) )

