



## INVITATION TO TENDER

**Tender Procedure:** “Provision of Office Cleaning and Handyman services”

**Reference No:** ENISA F-SRAD-17-T20

**Procurement procedure:** Open call for tender

Dear Sir/Madam,

1. The European Union Agency for Network and Information Security (ENISA) is planning to award the public contract referred to above. The tender documentation consists of this invitation and the tender specification with its annexes.

If you are interested in this contract, you should submit a tender, in one of the official languages of the European Union preferably in English, no later than

**20<sup>th</sup> April 2017 by 17:00 Eastern European Summer Time<sup>1</sup> (CEST +1).**

You must submit your tender either by:

- a) **Express courier or Registered post.** The postal service’s dated stamp or the courier company’s printed delivery slip and stamp will constitute proof of compliance with the deadline given above:

**or**

- b) **Hand-delivery** (direct or through any authorised representative of the Tenderer) to the address shown below (please, be informed that only delivery during working hours 09:00-17:00 hrs. is accepted). In the case of hand-delivery, in order to establish proof of the date of deposit, the depositor will receive from an official at the below-mentioned address, a receipt which will be signed by both parties, dated and time stamped. Please note that in this case it is the date and time actually received at the ENISA premises that will count.

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<sup>1</sup> Greece is in the EET time zone which is 1 hour AHEAD of Central European time (CET)



The offer must therefore be sent to one of the following addresses:

Postal Address		Express Courier & Hand Delivery
European Union Agency for Network and Information Security (ENISA)  For the attention of: The Procurement Officer  Vasilissis Sofias 1,  15124 Maroussi Greece	or	European Union Agency for Network and Information Security (ENISA)  For the attention of: The Procurement Officer  Vasilissis Sofias 1,  15124 Maroussi Greece

Please note that late despatch will lead to exclusion from the award procedure for this Contract.

Please add the following as the ‘subject’ on the envelope:

**Tender offer F-SRAD-17-T20 - “Provision of Office Cleaning and Handyman services”**

2. The indicative budget for the contract, based on the results of this tender procedure is **€240.000,00**
3. Tenders must be:
  - signed by an authorised representative of the tenderer;
  - perfectly legible so that there can be no doubt as to words and figures;
  - drawn up using the model reply forms in the tender specification
4. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 3 months from the date indicated in point 1.
5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
6. All costs incurred during 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 tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:



### **Before the date indicated in point 1:**

At the request of the tenderer, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made in writing only to [procurement@enisa.europa.eu](mailto:procurement@enisa.europa.eu).

The contracting authority is not bound to reply to requests for additional information received less than five working days before the final date for submission of tenders.

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

Any additional information including that referred to above will be sent simultaneously to all candidates invited to tender.

### **After the opening of tenders**

If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.

8. This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.
9. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
10. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
11. You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly. 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 ENISA. Details concerning the processing of your personal data are available on the privacy statement at:  
<http://www.enisa.europa.eu/procurement/repository-of-files/privacy-statement-enisa-procurement-procedures>
12. Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:



- the Commission Decision 2014/792/EU of 13.11.2014 on the Early Warning System to be used by the authorising officers of the Commission and by the executive agencies (for more information see the Privacy Statement on

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) ), or

- the Commission 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) )

Yours sincerely

< signed >

Paulo Empadinhas

Head of Stakeholder Relations and Administration Department

**Annexes:**

Annex I and II	Legal Entity and Financial Identification Form
Annex III	Declaration of Honour for exclusion criteria & absence of conflict of interest
Annex IV	Financial Offer form
Annex V	Draft Framework Service contract
Annex VI	Administrative Identification and Declaration form
Annex VII	Consortium or Grouping Form
Annex VIII	Sub-Contractors Form
Annex IX	Description of building and contents (Maroussi and Heraklion)
Annex X	Quality Control procedures
Annex XI	Certificate of Visit
Annex XII	Document Checklist

