



INVITATION TO TENDER

Title: Public affairs and audio-visual scenario material for ENISA's cyber exercises

LOT 1 - Methodologies for the identification of Critical information infrastructure assets and services

LOT 2: Recommendations to address electronic communications dependencies on ICT products and services

Reference: ENISA F-COD-16-T05

Procedure: Open call

eTendering link: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1212>

Dear Sir/Madam,

We thank you for the interest you have shown in this tender procedure

1. The European Union Agency for Network and Information Security (ENISA) is planning to award public contracts for LOT 1 and LOT 2 referred to above. The tender documentation consists of this invitation, the tender specifications with its annexes and the draft contract.
2. If you are interested in these contracts, you should submit a tender for one or both LOTS in one of the official languages of the European Union.
3. You must submit your tender(s) exclusively on paper, in one original and 2 copies. The tenders 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".

You must submit the tender:

- a) either by courier or by post no later than **28th January 2016** to the address indicated below. In this case, the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip,
- b) or delivered in person no later than 17.00 (CET +1) on **28th January 2016** to the address indicated below. In this case, the tenderer must obtain a proof of receipt, signed and dated by the official who took delivery.

Mail and courier deliveries can be received from 08.00 to 17.00 Monday to Friday. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.





Address for submission by post		Address for submission by courier / in person
European Union Agency for Network and Information Security (ENISA) <i>For the attention of the:</i> Procurement Officer PO Box 1309 71001 Heraklion Greece	Or	European Union Agency for Network and Information Security (ENISA) <i>For the attention of the:</i> Procurement Officer Science and Technology Park of Crete (ITE) Vassilika Vouton 700 13 Heraklion Greece

4. 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.

5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is three (3) months from the date indicated in point 3.

6. 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.

7. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

8. 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 3:

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 should be uploaded as a question to the e-Tendering website by selecting this tender - please click on this link:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1212>

Alternatively you may send an email to procurement@enisa.europa.eu and your question will be answered via the e-tendering website.

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 obligatorily posted on <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1212>





The website will be updated regularly and it is your responsibility to check for updates and modifications during the tendering period.

There will also be a reference on the ENISA website to the specific eTendering website location: www.enisa.europa.eu/procurement

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.

9. Timetable for tender procedure:

MILESTONES	DATES	TIME
Deadline for request for information or clarifications from ENISA	21 st January 2016	
Last date on which clarifications are issued by ENISA	22 nd January 2016	
Deadline for submission of offers	28th January 2016	in case of hand-delivery by 17:00 local time
Opening of offers	9 th February 2016	At 10:30 Greek time
Contract signature (estimated)	Early March 2016	

10. 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.

11. 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.

12. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.

13. 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>

14. 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 at

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 at

http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf

Yours sincerely

< eSigned >

Paulo Empadinhas

Head of Administration and Support Department.

Annex:

Tender Specifications

