



## INVITATION TO TENDER

**Title:** Web Hosting and (Plone) Web Development services  
**Reference:** ENISA F-SRAD-17-T28  
**Procurement procedure:** Open call for tender  
**Link to eTendering site:** <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2344>

Dear Sir/Madam,

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 the public contract referred to above. The tender documentation consists of this invitation and the tender specifications with its annexes.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union. Only the invited candidate may submit a tender.

You must submit your tender exclusively by electronic mail to  
[tenders-F.SRAD.17.T28@enisa.europa.eu](mailto:tenders-F.SRAD.17.T28@enisa.europa.eu)

The tender must be received no later than **15:00 CEST** on **16<sup>th</sup> June 2017**.

Please add the following as the email 'subject':

**Tender offer - F-SRAD-17-T28 - Web Hosting and Development services**

Please note that your offer can only be submitted via the electronic method shown above. If your email file is quite large due to the attachments, it is recommended to split any attachments into files no larger than 9 - 10MB each and spread over more than one email.

3. Offers must be:
  - signed by a duly authorised representative of the tenderer;
  - perfectly legible so that there can be no doubt as to words and figures;
  - drawn up using the annexed template forms provided (where applicable) with 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 three (3) months from the date indicated in point 2.
5. Submission of an offer 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 an offer 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 ENISA and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of an offer:

At the request of the tenderer, ENISA 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 through the e-Tendering website, using the “*questions and answers*” tab, by clicking “*create a question*”.

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2344>

ENISA is not bound to reply to requests for additional information made less than five working days before the deadline for submission of offers.

ENISA 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 posted on the e-Tendering website. The website will be updated regularly and it is your responsibility to check for updates and modifications during the tendering period.

After the final date for submission of an offer:

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

8. Timetable for tender procedure:

MILESTONES	DATES	TIME
Deadline for request for information or clarifications from ENISA	9 <sup>th</sup> June 2017	
Last date on which clarifications are issued by ENISA	13 <sup>th</sup> June 2017	
Deadline for <b>electronic reception</b> of offers via email	<b>16<sup>th</sup> June 2017</b>	<b>15:00 CEST - Central European Summer time</b>
Opening of offers	20 <sup>th</sup> June 2017	<b>10:30 EEST - Eastern European Summer (Greek) time</b>
Evaluation of offers	TBA	
Contract signature (estimated)	Early July 2017	





9. The public opening of the offers will take place on the date and time indicated in section 8 above, at the ENISA Athens premises in Maroussi Greece. A maximum of one representative per tender can attend the opening of tenders as provided in Section IV.2.7 of the contract notice.

For organisational and security reasons, the tenderer must provide the full name and ID or passport number of the representative at least 3 working days in advance to: [procurement@enisa.europa.eu](mailto:procurement@enisa.europa.eu). Failing that, the contracting authority reserves the right to refuse access to its premises.

10. This invitation to tender is in no way binding on ENISA. ENISA's contractual obligation commences only upon signature of the contract with the successful tenderer.
11. Up to the point of signature, ENISA 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 ENISA 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 only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.
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 ENISA.

Details concerning the processing of your personal data are available in the ENISA privacy statement at:

<http://www.enisa.europa.eu/procurement/repository-of-files/privacy-statement-enisa-procurement-procedures>





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 Regulation<sup>1</sup>. For more information, see the Privacy Statement at:

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

Yours sincerely,

< signed >

Udo Helmbrecht  
Executive Director.

Annexes:

Terms of Reference and Tender Specifications F-SRAD-17-T28

<i>Annex A</i>	<i>Service Level Requirements</i>
Annex I	Legal Entity & Financial ID Forms
Annex II	Declaration on honour on exclusion criteria and selection criteria
Annex III	Financial Offer form
Annex IV	Draft Framework Service contract
Annex V	Administrative Identification and Declaration form
Annex VI	Power of Attorney for Consortium Form
Annex VII	Sub-Contractors Form
Annex VIII	Checklist of documents to be submitted.

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<sup>1</sup> 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.

