



Rome **XX/XX/2011**

INVITATION TO TENDER

Subject: *Monitoring of audiovisual media coverage of European Parliament activities and the activities of the Members of the European Parliament*
Tender ref: *DGCOMM/DIRB/RM/47/2011 - OJ S/2011 XXXXX, of XX/XX/2011*

Dear Sir/Madam,

The European Parliament is planning to award the public contract referred to above. Please find enclosed the tender documents relating to this contract, to provide you with the information that you require for the possible submission of a tender.

1. SUBMISSION OF A TENDER

If you are interested in taking part in this tender procedure, please submit a tender in one of the official languages of the European Union before the closing date indicated in point 2 below. However, it is hereby specified that the working language will be Italian.

Your tender must comprise a **signed original** together with two copies, presented in three separate files, with each page duly completed and perfectly legible so as to preclude any doubt whatsoever as to the wording and figures.

Tenders must:

- be drawn up on the tenderer's headed paper;
- be signed without fail by the tenderer or his duly authorised representative;
- be submitted for the contract in its entirety;
- be expressed in euros.

The European Parliament's Administration reserves the right to reject any incomplete or illegible tender.

Your offer should consist of administrative and technical offer and include:

1. The **administrative details sheet** (Annex A of the invitation to tender) to be included as the **first page of your offer**. This identification form is mandatory and must be duly completed, dated and signed.

2. **The budget sheet** (Annex B of the invitation to tender) is to be included as the **second page** of your offer. The price should be indicated excluding VAT. All costs should be indicated in euros. This sheet is mandatory and must be duly completed dated and signed.
3. **The declaration on honour** concerning exclusion and conflict of interests (Annex C of the invitation to tender) is to be included as the **third page** of your offer. This declaration on honour is mandatory and must be duly completed and signed.
4. **All the documents relating to economic, financial, professional and technical capacity** listed in the specifications under point 15. Selection criteria.
5. A **sample daily audiovisual review** referring to 18 October 2011, to be submitted on a CD or DVD as part of the tender and in accordance with the Technical Specifications (see point 2.2.2 of the specifications). The sample shall cover all TV and radio stations listed in point 2 of the Technical Specifications. **The sample submitted must be in Italian.**
6. A **technical offer** describing in detail the methodology the tenderer intends to use to provide the service. The methodology must be in complete conformity with the Technical Specifications.

2. TIME LIMITS AND PROCEDURES FOR THE SUBMISSION OF TENDERS

1. The closing date and time for the submission of tenders are the **26 October 2011 at 12:00**
2. Tenders may be submitted, at the choice of tenderers:
 - (a) either by post or by courier company, posted no later than the **closing date** indicated above, as evidenced by the postmark or the date of the deposit slip, to the following address:

PARLAMENTO EUROPEO
Ufficio d'Informazione in Italia
Via Quattro Novembre, 149
00187 ROMA
 - (b) or by being handed in to the Office either directly or through their representatives, no later than the **closing date and time** laid down above. Delivery of the tender shall be confirmed by a receipt, dated and signed in duplicate, issued by the Office. The date and time indicated on the receipt shall serve as the reference date and time. The opening hours of the Office to which tenders must be handed in are : Monday to Thursday from 9:00 to 12:00 AM and from 14:00 to 17:00 PM and Friday from 9:00 to 12:00 AM.
3. Tenders which do not comply with the time limits for submission indicated in points (a) and (b) above will be deemed inadmissible.
4. In order to maintain the confidentiality and integrity of tenders, they must be sent under double cover. The two envelopes shall be sealed. The inner envelope shall bear the following:

- the recipient department:

**PARLAMENTO EUROPEO
Ufficio d'Informazione in Italia
Via Quattro Novembre, 149
00187 ROMA**

- the reference of the invitation to tender:

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- and the following:

**NOT TO BE OPENED BY THE MAIL SERVICE
OR BY ANY UNAUTHORISED PERSON**

In every case, and irrespective of the type of package used, tenderers are invited to pay attention to the quality of the envelopes used for submitting their tenders, in order to ensure that they do not arrive torn, thereby no longer ensuring the confidentiality or integrity of their contents.

If self-adhesive envelopes are used, they must be sealed with adhesive tape bearing the signature of the sender. The signature of the sender shall be deemed to comprise either the handwritten signature or the signature and the company stamp.

Any tender which fails to maintain the confidentiality of its contents until the opening of all the tenders will be rejected automatically.

The outer envelope shall also bear the tenderer's name or business name, together with the exact address at which he can be informed of the decision taken on his tender.

The inner envelope must itself contain two sealed envelopes, one containing the technical part and the other the financial quotation. Each of these envelopes must clearly indicate the content ('Technical tender' and 'Financial quotation').

3. TERMS AND CONDITIONS GOVERNING THE INVITATION TO TENDER

1. Submission of a tender implies acceptance of the terms and conditions laid down in the documents making up this invitation to tender: the specifications, the draft contract, and the specific terms and conditions set out in the draft contract. The above documents lay down the terms and conditions governing this invitation to tender and complement each other. In the event of contradictions between them, each document shall take precedence over the others in the order indicated in the 'Final provisions' of the draft contract..
2. Submission of a tender entails the waiver by tenderers of their own conditions of sale or work. Submission of a tender shall bind the tenderer during performance of the contract, should it be awarded to him.

3. Before submitting a tender, tenderers must take all the steps required to gain a proper understanding of the scale and nature of the subject of the invitation to tender and of any potential difficulties. By the fact of submitting a tender, tenderers shall acknowledge that they know the risks and problems linked to the performance of the contract.
4. The period of validity of tenders, during which tenderers are required to maintain all the terms and conditions in their tenders, is 12 months from the closing date for the submission of tenders.
5. The specifications relating to the contract and the draft contract are appended to this invitation. The specifications lay down all the documents to accompany the tender submission, including documents substantiating economic, financial, technical and professional capacity.
6. This invitation to tender does not entail any obligation on the part of the European Parliament; this shall arise only when the contract is signed with the successful tenderer. Likewise, submission of a tender shall in no way entitle a firm to the award of the contract or a part thereof. Until the contract is signed the European Parliament may either withdraw from the contract or cancel the procurement procedure, without candidates or tenderers being able to claim any compensation for any expenses incurred, including any travel costs. Where applicable, the reasons for that decision will be stated and communicated to all the candidates or tenderers.
7. You will be informed of the decision taken on your tender.
8. Expenses incurred in connection with preparing and submitting tenders shall be borne by tenderers and may not be reimbursed.
9. Tenders will remain the property of the European Parliament.
10. The follow-up to your response to the invitation to submit a tender will entail the registration and processing of personal data (e.g. name, address, CV). Such data will be processed in accordance with 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 otherwise indicated, the replies to questions and the personal data requested are necessary for the evaluation of your tender, in accordance with the specifications in the invitation to submit a tender, and will be processed solely by DG Communication for that purpose. Upon request, you may obtain details of your personal data and you may rectify any personal data which are inaccurate or incomplete. You may contact DG Communication in respect of any matter relating to the processing of your personal data. You are entitled to have recourse at any time to the European Data Protection Supervisor with regard to the processing of your personal data.

4. CONTACTS DURING THE TENDER PROCEDURE

All contact between tenderers and the European Parliament shall be prohibited throughout the procedure, save in exceptional cases and in the following circumstances:

prior to the closing date for the submission of tenders:

- *on the initiative of tenderers*, in order to receive additional information for the sole purpose of clarifying the nature of the contract. Tenderers who wish to obtain additional information on the documents making up the invitation to tender should submit their questions solely in writing:
 - o either by post addressed to the recipient department:

PARLAMENTO EUROPEO
Ufficio d'Informazione in Italia
Via Quattro Novembre, 149
00187 ROMA

- o or by fax to the following number: (0039) 06 699 50 200
- o or by e-mail to the following address: epitalia@europarl.europa.eu

Any request in writing for additional information must bear the following:

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No response will be given to any request for additional information received less than five working days before the closing date for the submission of tenders.

The European Parliament will not respond to oral questions, questions submitted after the above deadline or questions which are incorrectly worded or addressed.

Any questions received, together with the relevant replies, will be sent by the European Parliament to all tenderers who requested the specifications;

- *on the European Parliament's initiative*, if its departments discover an error, an inaccuracy, an omission or any other material shortcoming in the wording of the contract notice, the invitation to submit a tender or the specifications.

If appropriate, the additional information and the information referred to above will be communicated on the same date and on strictly identical terms to all the tenderers who requested the specifications.

In the event of the documents making up the invitation to tender being published on the European Parliament's Internet site **www.europarl.it** the additional information referred to above will also be published on the following site: **www.europarl.it** ;

after the tenders have been opened and on the European Parliament's initiative:

- if the tender gives rise to requests for explanations, or with a view to correcting material errors in the wording of the tender, the European Parliament may take the initiative in contacting the tenderer. Any such contact may not result in the terms of the tender being modified.

5. OPENING OF TENDERS

Tenders will be opened the **7 November 2011 at 10:00 AM**.

Tenderers wishing to attend the opening of the tenders are asked to notify the department responsible for managing this procurement procedure by post at the following address:

PARLAMENTO EUROPEO
Ufficio d'Informazione in Italia
Via Quattro Novembre, 149
00187 ROMA

or by fax (0039) 06 699 50 200 or by e-mail at the following address: epitalia@europarl.europa.eu, no later than 26 October 2011; only 1 representative may attend.

[Date and signature of the authorising officer responsible]

Annexes

1. *Administrative sheet (Annex A)*
2. *Budget sheet (Annex B)*
3. *Exclusion declaration (Annex C)*
4. *Technical specifications (Annex D)*
5. *Standard form of draft contract (Annex E)*

Annex A
Administrative Sheet
INFORMATION TO BE SUBMITTED AS PAGE 1 OF YOUR OFFER

<u>ACCOUNT HOLDER</u>	
Title / Legal Entity	<input type="text"/>
SURNAME	<input type="text"/>
FIRST NAME	<input type="text"/>
ADDRESS Street	<input type="text"/>
Number	<input type="text"/>
Postcode	<input type="text"/>
TOWN / CITY	<input type="text"/>
Country	<input type="text"/>
VAT-Number	<input type="text"/>

<u>BANK ACCOUNT</u>	
IBAN	<input type="text"/>
<i>(Obligatory)</i>	
CODE SWIFT (BIC)	<input type="text"/>
CURRENCY	<input type="text"/>
BANK ACCOUNT	<input type="text"/>
<i>(National Format)</i>	
NAME OF THE BANK	<input type="text"/>
ADDRESS Street	<input type="text"/>
Number	<input type="text"/>
Postcode	<input type="text"/>
TOWN / CITY	<input type="text"/>
Country	<input type="text"/>
Stamp of the bank + Signature of the bank's representative <i>(Obligatory)</i>	

REMARKS: <i>Reserved for the Administration of the European Parliament</i>	
SUPPLIER NUMBER <input type="text"/>	TYPE OF SUPPLIER <input type="text"/>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> DATE + SIGNATURE of a representative of the Authorising Officer <i>(Obligatory)</i> </div>	

Annex B
Budget Sheet

INFORMATION TO BE SUBMITTED AS PAGE 2 OF YOUR OFFER

EXAMPLE:

All-inclusive price for provision of services specified for one month	€ EXCLUDING VAT
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All-inclusive price for provision of services specified for one year	€ EXCLUDING VAT
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Date:

Name (in block letters):

Signature:.....

Annex C
Declaration on honour
Exclusion¹ and conflicts of interest²
(Articles 93 & 94 FR)
INFORMATION TO BE SUBMITTED AS PAGE 3 OF YOUR OFFER

The undersigned:

Name of economic operator:

Official address:

Registration number:

VAT registration number:

I, the undersigned, Mr(s), being the representative authorised to sign on behalf of the tenderer, hereby declare on my honour that:

(a) the tenderer is not bankrupt or being wound up, is not having his/her affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) the tenderer has not been convicted of an offence concerning his/her professional conduct by a judgment which has the force of *res judicata*;

(c) the tenderer has not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) the tenderer has fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he/she is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) the tenderer has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) the tenderer has not been subject to an administrative penalty imposed by the contracting authority where they have been found guilty of misrepresentation or of failing to supply

¹ Article 93 of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (Financial Regulation) Part One, Title V (Procurement) (Articles 88 to 107),, as amended by Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006

² Article 94 of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (Financial Regulation) Part One, Title V (Procurement) (Articles 88 to 107),as amended by Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006

information in a previous procurement procedure, or where they have been declared to be in serious breach of their obligations under contracts covered by the European Parliament's budget.

I hereby undertake to supply any documents specifically requested from me.

I, the undersigned am aware that this contract may not be awarded to candidates or tenderers who, during the procurement procedure:

- a) are subject to a conflict of interest;
- b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information.
- c) find themselves in one of the situations of exclusion referred to in points (a)-(f) above, for this procurement procedure.

Date:

Signature: