

Helsinki, 10. 11. 2017

D(2017)3126

**ECHA/2016/400 - Competitive Procedure with
Negotiation for the establishment of a Framework
Subject: Contract for the provision of IT infrastructure
services to the European Chemicals Agency in
Helsinki (ECHA) – Phase I**

Dear Sir/Madam,

1. The European Chemicals Agency in Helsinki (ECHA, The Agency) is planning to award the public contract referred to above. Please find enclosed the related procurement specifications, which lists all the documents that must be produced in order to submit a request to participate in Phase I of the procedure, as well as the procurement documents of Phase II, which include the technical specifications and the draft contract, for information.
2. If you are interested in this contract, you should submit a request to participate in one [1] original paper version, 2 [two] paper copies and one [1] electronic version on CD or USB stick (in total 4) in one of the official languages of the European Union.
3. Candidates shall submit their requests to participate by letter:
 - a) either by post or by courier no later than **12/01/2018** in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below.
 - b) or delivered by hand no later than 17:00 (EET) on **12/01/2018** to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the security guard at the Agency's reception who took delivery.

The Agency's business hours are from Monday to Friday 9:00 - 18:00 local time (EET). The Agency is closed on Saturdays, Sundays and ECHA holidays.

By post	By courier or by hand:
Invitation to procurement procedure <i>No ECHA/2016/400</i> European Chemicals Agency (ECHA) Finance Unit R-1 For the attention of Jaime Martin-Granizo P.O. Box 400 00121 Helsinki Finland	Invitation to procurement procedure <i>No ECHA/2016/400</i> European Chemicals Agency (ECHA) Finance Unit R-1 For the attention of Jaime Martin-Granizo Annankatu 18 00120 Helsinki Finland

Requests to participate must be placed inside two sealed envelopes. The inner envelope, addressed as indicated above, should be marked as follows: "PROCUREMENT PROCEDURE – NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope must also contain a sealed envelope containing the request to participate. This envelope must clearly indicate the content ("Request to participate in procurement procedure ECHA/2016/400").

4. Requests to participate 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;
- drawn up using the templates and forms in the Specifications.

5. The period of validity of the request to participate, during which candidates may not modify the terms of their proposals in any respect, is 9 [nine] months from the final date for submission.

6. Submission of a request to participate implies acceptance of all the terms and conditions set out in the procurement documents (invitation to participate, specifications and draft contract) and, where appropriate, waiver of the candidate's own general or specific terms and conditions. The submitted request 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 submission of requests to participate are to be borne by the candidates and will not be reimbursed.

8. Contacts between the contracting authority and candidates are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

○ Before the final date for submission of requests to participate:

- At the request of a candidate, the contracting authority may provide additional information solely for the purpose of clarifying the procurement documents.

Any requests for additional information must be made in writing only through the eTendering website at <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3064> in the "questions and answers" tab by clicking "create a question".

Requests for additional information received less than six working days before the final date for submission of requests will not be processed.

- The Agency may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the procurement documents.

Any additional information including that referred to above will be posted on the eTendering website at <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3064>

The website will be updated regularly and it is the candidates' responsibility to check for updates and modifications during the procedure.

○ After the opening of requests to participate

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

9. This invitation to participate is in no way binding on the Agency. The Agency's contractual obligation commences only upon signature of the contract with the successful tenderer at the conclusion of Phase II of the procedure.

10. Up to the point of signature, the contracting authority may 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.
11. Once the Agency has opened the request to participate, the document shall become the property of the Agency and shall be treated confidentially.
12. 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 request to participate and to check this e-mail address regularly.
13. If processing your reply to the invitation to participate in the procedure 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 proposal in accordance with the specifications of the procurement documents and will be processed solely for that purpose by ECHA. Details concerning the processing of your personal data are available on the privacy statement that can be found on <http://echa.europa.eu/about-us/procurement>.
14. 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 Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE

We look forward to receiving your request to participate in this procedure.

Yours faithfully,



Geert Dancet
Executive Director

Annex: Procurement documents of Phase I and II

¹ Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015, amending Regulation (EU, Euratom) No 966/2012 on the financial rules applicable to the general budget of the Union.