

EUROPEAN EXTERNAL ACTION SERVICE



Head of Division

Division Field Security

Brussels, 13. 01. 2012
EEAS/B1/FK/ARES (2012)

Dear Sir/Madam,

**Ref: 2010/12/SEC/RELEX/K8/GLOBAL
GLOBAL FRAMEWORK CONTRACT FOR SECURITY SERVICES**
**Subject: Invitation to tender - Reopening of competition for the EU Delegation to
Libya**

1. I enclose the call for the reopening of competition relating to the above-mentioned contract.
2. If you are interested in this specific contract, you should submit a tender in triplicate in one of the official languages of the European Union.
3. Submission is by letter, tenderers may choose to submit tenders:
 - a) either by post or by courier not later than **Monday 6th February 2012**, 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 following address:

*European External Action Service
Division Field Security B.1
For the attention of Mr. Mike CROLL (Office L56 - 03/041)
B - 1046 Brussels
Belgium*

b) or delivered by hand to the following address:
European External Action Service
Division Field Security B.1,
For the attention of Mr. Mike CROLL (Office L56 - 03/063)
Avenue du Bourget 1
B-1140 Brussels (Evere)
Belgium

not later than **17.00h on Monday 6th February 2012**. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

WE REMEMBER YOU THAT OFFERS MAY NOT BE SEND BY E-MAIL

4. Tenders must be placed inside two sealed envelopes. The inner envelope should be marked as follows:
- " Invitation to tender - Reopening of competition for the European Union
Delegation to Libya,
2010/12/SEC/RELEX/K8/GLOBAL, Not to be opened by the internal mail
department".**

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

5. Tenders must be:
- signed by the tenderer or his duly authorised representative;
 - perfectly legible so that there can be no doubt as to words and figures;
 - where appropriate, drawn up using the **Excel model reply form (All and Only the fields in grey must be filled in by the tenderer)** .
7. Period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect: **3 months from Monday 6th February 2012**.
8. Estimated date of the start of the specific contract for **Lybia** : 01 April 2012
9. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the framework contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
10. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
- Before the final date for submission of tenders:
 - * 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 our mailbox: **eeas-global-fwc-b1@eeas.europa.eu**

With a copy to Patrick.Murray@eeas.europa.eu and Ferdinand.Kopp@eeas.europa.eu
(the **Subject** field of your email shall quote "Libya")

Requests for additional information must be made before **23th January 2012**. Questions received after this deadline will not be processed.

- * The Commission 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.
11. This invitation to tender is in no way binding on the European External Action Service. The European External Action Service's contractual obligation commences only upon signature of the specific contract with the successful tenderer.
- 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. You will be informed whether or not your tender has won.
13. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
14. The contractor should either be registered as a local security company in the country for which the specific contract is set up or have a local partner duly registered and licensed as a security provider. To this end, the contractor may subcontract, however, a legally binding agreement between the contractor and subcontractor must be entered into and the contracting authority has to approve this.
15. The winning tenderer must provide **before signature of the specific contract the evidence** that either he or his local partner is **duly registered** and has a **licence** to operate as security provider in **Libya**
16. 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 **EEAS.B1, Mr. Mike CROLL**. Details concerning processing of your personal data are available on the privacy statement at the page http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

17. You are informed that for the purposes of safeguarding the financial interest of the Union, your personal data may be transferred to internal audit services, to the Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation¹ may be included in a central database and communicated to the designated persons of the EEAS, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the EEAS.



Mike CROLL

Annexes:
Technical specifications
Template technical offer
Template financial offer

¹ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (OJ L 248 of 16.09.2002), as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 (OJ L 390 of 30.12.2006)