



Dear Sir/Madam,

Subject: Invitation to tender No NP/DUB/2021/2 Concerning a negotiated procedure for publishing advertising in local papers in Ireland in 2021, 2022 and 2023.

Advertising from 4th June 2021 on:

http://ec.europa.eu/ireland/business-funding/tenders_en

1. The European Commission Representation in Ireland is planning to award a public contract for publishing advertising in local papers in Ireland in 2021, 2022 and 2023. I am sending you the documents relating to the invitation to tender for the above-mentioned contract.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union. This tender consists of 2 lots. You are allowed to send offers for one or all lots. You should put your price offer(s) for the item in the price table (Annex IV to the Invitation to Tender). You only have to send in one declaration of honour (Annex III to the Invitation to Tender), service technical specifications and the price table.
3. You must submit your tender exclusively by electronic mail to eu-ie-info-request@ec.europa.eu with “NP/DUB/2021/2 in the subject field. The tender must be received no later than 23.59 CET on **Wednesday 30th June 2021**.
4. Tenders 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;
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect is 6 (six) months from final date for submission.
6. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specifications and in the draft purchase order and, if 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.

European Commission Representation in Ireland, 12-14 Lr Mount Street, Dublin, D02 W710, Ireland. Telephone: +353 16341111.

7. All costs incurred during the preparation and submission of tenders is 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 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 procurement documents.

Any requests for additional information must be made in writing only to:

eu-ie-info-request@ec.europa.eu with “NP/DUB/2021/2” in the subject field.

The contracting authority is not bound to reply to requests for additional information received less than six working days before the date of receipt of tenders indicated in point 3.

- * 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 posted on https://ec.europa.eu/ireland/business-funding/tenders_en

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

- After the opening of tenders

- * If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, the contracting authority will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.
- * The contracting authority may negotiate with tenderers the tenders they have submitted, in order to adapt them to the procurement documents and in order to find the most economically advantageous tender. The minimum requirements defined in the procurement documents are not subject to negotiation. During negotiations equal treatment of all tenderers will be ensured. The contracting authority reserves the right not to negotiate and to award the contract on the basis of the tenders initially received.

9. On-site visit/information meeting: not applicable.
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 cancel the procurement 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 (award decision) 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 this e-mail address 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 the Head of the European Commission Representation in Ireland. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
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 Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

Barbara Nolan
Head of Representation

Annexes:	I	Tender Specifications
	II	Draft Purchase Order for low value contracts
	III	Declaration of honour relating to exclusion criteria
	IV	Price Offer
	V	Legal Entity Form
	VI	Financial Identification Form

¹ 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.

VII Privacy Statement for Legal Entity and Bank Account Validation