DIRECTORATE-GENERAL FOR EUROPEAN PARLIAMENTARY RESEARCH SERVICE

DIRECTORATE FOR THE LIBRARY AND KNOWLEDGE SERVICES

CONDITIONS FOR SUBMITTING A TENDER

OPEN PROCEDURE

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EPRS/LIBS/SER/22/019
1 GENERAL TERMS AND CONDITIONS FOR PARTICIPATING IN THE INVITATION TO TENDER

1.1 Submission of a tender implies acceptance by the tenderer of the terms and conditions laid down in the documents making up this invitation to tender: the specifications and annexes, the draft direct service 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.

All documents are available at the following TED e-Tendering website:

https://etendering.ted.europa.eu/cft/cft-display.html?cftId=11311

1.2 Tenders must be submitted exclusively via the electronic submission system (eSubmission) available from the above website and accessible on the Funding and Tenders Opportunities portal (F&T portal). Tenders submitted in any other way (e.g. e-mail or by letter) will be disregarded.

1.3 Subscription to the call for tenders at the above link allows interested economic operators to receive e-mail notifications when new information or documents are published. Subscription is free of charge and does not involve any commitment to submit a tender.

For detailed instructions on how to submit a tender, please consult the eSubmission Quick Guide available at:


The supported browsers, file types, size of attachments and other system requirements can be consulted at: https://webgate.ec.europa.eu/fpfis/wikis/x/f6dqEg

If you experience technical problems, please contact the eSubmission Helpdesk (see contact details in the Quick Guide) as soon as possible.

In order to submit a tender using eSubmission, tenderers (each member of the group in the case of a group of economic operators) will need to register in the European Commission’s Participant Register – an online register of organisations participating in EU calls for tenders or proposals. When registering each organisation obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the above register. Instructions on how to create a PIC can be found in the eSubmission Quick Guide available (see above link). Tenderers already registered in the Participant Register shall reuse their existing PICs when preparing tenders in eSubmission.

1.4 In submitting a tender, tenderers waive 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.

1.5 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. In submitting a tender, tenderers...
acknowledge that they are aware of the risks and problems in connection with performance of the contract.

1.6 The period of validity of tenders, during which tenderers are required to maintain all the terms and conditions in their tenders, is 6 months from the closing date for submission of tenders.

1.7 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.

1.8 This invitation to tender does not entail any obligation on the part of the European Parliament; that will arise only when the contract is signed with the successful tenderer. Likewise, submission of a tender shall in no way entitle a tenderer to the award of the contract or a part thereof. Until the contract is signed, the European Parliament may 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 tenderers.

1.9 Tenderers will be informed in writing of the decision taken on their tender.

1.10 Expenses incurred in connection with preparing and submitting tenders will be borne by tenderers and may not be reimbursed.

1.11 Tenders will remain the property of the European Parliament.

1.12 The follow-up to responses 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 (EU) No 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies 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 tenders, in accordance with the specifications in the invitation to submit a tender, and will be processed solely by Mr Franck DEBIÉ - EPRS Directorate C for the Library and Knowledge Services for that purpose. Upon request, tenderers may obtain details of their personal data and they may rectify any personal data which are inaccurate or incomplete. They may contact Mr Franck DEBIÉ - EPRS Directorate C for the Library and Knowledge Services in respect of any matter relating to the processing of their personal data. Tenderers are entitled to have recourse at any time to the European Data Protection Supervisor with regard to the processing of their personal data.

2 ADDITIONAL INFORMATION

Tenderers who wish to obtain additional information about the tender documents should submit their questions solely in writing via their account in the TED e-tendering platform https://etendering.ted.europa.eu/cft/cft-display.html?cftId=11311 by the deadline for receipt of questions referred to in point 3 below.

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

The contracting authority will not respond to oral questions, questions submitted after the deadline or questions which are incorrectly worded or addressed.
The relevant replies will be published on the same site prior to the deadline for sending replies given in point 3 below.

3 PROBABLE TIMETABLE FOR THE INVITATION TO TENDER

Deadline for receiving questions: 31/08/2022
Deadline for sending replies: 02/09/2022
Deadline for submission of tenders: 08/09/2022 until 16h00 (Brussels time)
Date and time of opening of tenders: 09/09/2022 at 10h00 (Brussels time)
Probable date of award of the contract: November 2022

4 TO THE PREMISES

Not applicable.

5 CONTENT AND PRESENTATION OF TENDERS

Tenders may only be submitted on the eSubmission platform in one of the official languages of the European Union.

However, it is hereby specified that the working language will be English.

Following the structure of the eSubmission application, all tenders must include the following sections:

5.1 Parties – information about the parties participating in the procurement procedure, which covers the following items:

a) Identification and information on the composition of the tenderer (if group of economic operators, see Annex V in the Specifications; if subcontractors, see Annex VI);

b) Information regarding the exclusion and selection criteria including:
   - the declaration on honour in Annex III in the Specifications;
   - the required documents raised in Points 14 and 15 of the Specifications

5.2 Tender data – you will need to provide the technical tender (technical proposal) and the financial tender (financial proposal).

Tenderers must ensure that their submitted tenders contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement documents.

After submitting a tender, but before the deadline for receipt of tenders, a tenderer may definitively withdraw its tender, or withdraw it and replace it with a new one. A withdrawal receipt will be provided by eSubmission as proof of withdrawal.

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2 To submit a new version, the tenderer must create a new tender in eSubmission and include all the information and documents required in the procurement documents with the submission of a tender, even if some of them have already been included in the replaced tender.
6 TIME LIMITS AND PROCEDURES FOR THE SUBMISSION OF TENDERS

6.1 The closing date and Brussels time for the submission of tenders are 08/09/2022 at 16h00.

6.2 It will not be possible to submit a tender after the time limit for submission given in point 1.

6.3 The confidentiality and integrity of tenders will be maintained until the opening of tenders.

6.4 A tender received after the deadline for submission of tenders will be rejected. The submission receipt provided by eSubmission with the official date and time of receipt of the tender (timestamp) constitutes proof of compliance with the deadline for submission of tenders.

7 OPENING OF TENDERS

Tenders will be opened at Brussels, 09/09/2022 at 10h00

The opening will take place online with live streaming.

Tenderers wishing to attend the opening of the tenders are asked to notify the department responsible for managing this procurement procedure, no later than two working days before the tender opening date, by e-mail at EPRS-DirB-Coordinati@europarl.europa.eu.

Only 2 representative(s) may attend. Tenderers failing to give notification will automatically be refused access to the opening. The names of the persons attending the opening of the tenders must be given in the notification.

The representatives will be required to present the submission receipt generated by eSubmission and to sign an attendance sheet.

The contracting authority reserves the right to refuse access to its premises if the above information or the submission receipt are not provided as required.

8 NOTIFICATION OF RESULTS

The European Parliament will inform all unsuccessful tenderers, simultaneously and individually, by electronic means, that their tender has not been accepted. In each case the European Parliament will indicate the reasons for the rejection of the tender, and possible means of appeal.

Simultaneously with the notifications of rejection, the European Parliament will communicate the award decision to the successful tenderer, stating that this does not constitute an obligation on the part of the institution. The contract may not be signed until

- a period of 10 calendar days elapsed if electronic means are used for the dispatch of the above referred notifications.

In any event, the award decision will not become final until the selected tenderer has submitted the requisite documentary evidence concerning the exclusion and selection criteria referred to in points 14 and 15 of the specifications and this has been accepted by the European Parliament. Acceptance will be communicated in writing and by email, and will
enable the selected tenderer to sign the contract if the period of 10 calendar days has elapsed.

Upon written request - by letter, fax or e-mail - any unsuccessful tenderer who is not in an exclusion situation and whose tender is compliant with the procurement documents may obtain additional information about the grounds for the rejection of his tender. Only tenderers who have submitted an admissible tender may obtain information about the characteristics and relative advantages of the tender chosen, together with the name of the tenderer awarded the contract. However, some information will not be communicated if doing so would hinder application of the law, would be contrary to the public interest or would harm the legitimate business interests of public or private undertakings or could distort fair competition between them.

9 SUSPENSION OF THE PROCEDURE

If necessary, after the results have been notified and before the contract is signed, the European Parliament may suspend the signing of the contract for additional examination if this is justified by the requests or comments made by unsuccessful or aggrieved tenderers or by any other relevant information received. The requests, comments or information concerned must be received during the 10 calendar days commencing the day after the date of simultaneous notification of the rejection and award decisions or, where applicable, the publication of a contract award notice. All tenderers must be informed of any suspension decision within three working days thereof. Following the additional examination arising from suspension of the procedure, the European Parliament may confirm its award decision, modify it or, if necessary, cancel the procedure. The reasons for any further decision must be stated and communicated in writing to all tenderers in contention.