

# Tender Documents

**Publication Reference: S2R.2016.OP.02**

**Title of Contract: Cross-Cutting Activities –  
Human Capital**

The Shift2Rail Joint Undertaking (hereinafter “the S2R JU”, “the Joint Undertaking” or “the Contracting Authority”) is planning to award the public contract referred to above.

The tender documentation consists of:

- Part I - Invitation to Tender
- Part II - Tender Specifications (including all its annexes)
  - Part III - Draft Contract

# **Tender Documents**

## **Part I**

### **Invitation to Tender**

## Invitation to Tender

The purpose of this tender and any additional information necessary to present an offer can be found in Part II - tender specifications.

You should note however the following important points concerning the submission of a tender and its implications:

1. Tenders must be submitted on paper, and respect the instructions provided in Section 1.7 - Submission of Tenders (Part II - tender specifications).
2. Tenders must be submitted no later than the deadline for submission of tenders indicated in Section 1.2 – Timetable, (Part II - tender specifications), either by:
  - Post or Courier: In this case, the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit / posting slip, or,
  - Hand Delivered / Delivered in Person: In this case, the tenderer must obtain a proof of receipt, signed and dated (including the time of submission) by the person who took delivery at the S2R JU's offices. Please note that the S2R JU's Reception desk is open Monday to Friday, 08.00 – 17:00 (Brussels time) except for public holidays.

Address for Submission by <u>Post</u>	Address for Submission by <u>Courier or in Person</u>
Procurement Shift2Rail Joint Undertaking TO56 2 <sup>nd</sup> Floor B-1049 Brussels, Belgium	Procurement Shift2Rail Joint Undertaking Avenue de la Toison d'Or 56, 2 <sup>nd</sup> Floor B-1060 Brussels, Belgium

*\*Important Note:* Please inform the S2R JU whether you intend to submit a tender, by writing to the address indicated above or sending an e-mail to the following e-mail address:  
[procurement@shift2rail.europa.eu](mailto:procurement@shift2rail.europa.eu)

3. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are legible so that there can be no doubt as to words or figures.
4. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It shall be binding on the tenderer to whom the contract is awarded for the duration of the contract.
5. All costs incurred in preparing and submitting tenders shall be borne by the tenderers and cannot be reimbursed.
6. Contacts between the S2R JU and tenderers are prohibited throughout the procedure save in exceptional circumstances as described in Section 1.10 – Contacts between the S2R JU and tenderers, (Part II - tender specifications).

7. This invitation to tender is in no way binding on the S2R JU. The Joint Undertaking's contractual relationship commences only upon signature of the contract with the successful tenderer.
8. Up to the point of signature, the S2R JU may either abandon 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.
9. Once the S2R JU has opened the tender, it becomes its property and it shall be treated confidentially. Consequently tenderers shall have no right to have their tenders returned to them.
10. All tenderers will be informed of the outcome of this procurement procedure, in writing, 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 it regularly.
11. If processing your reply to this 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 of the European Parliament and of the Council of 18 December 2000 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. Details concerning the processing of your personal data are available on the privacy statement at:  
[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).
12. Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:
  - the Commission Decision 2014/792/EU of 13.11.2014 on the Early Warning System to be used by the authorising officers of the Commission and by the executive agencies (for more information see the Privacy Statement under:  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), or,
  - the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement under:  
[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)).



Date and signature

**Carlo M Borghini**  
Executive Director