

Invitation to Tender

Reference: S2R.17.OP.01
Title: Provision of strategic communications, editorial support, graphical, digital and events-related communications services

Dear Madam/ Sir,

1. The Shift2Rail Joint Undertaking (the "S2R JU") is planning to award the public contracts referred to above.
2. If you are interested in one or more of the four lots, you are invited to submit one or several tenders either by registered mail, private courier or in-hand delivery.
3. Tenders must be submitted no later than the deadline for submission of tenders indicated in Section 1.4 of the 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 nd Floor B-1049 Brussels, Belgium	Procurement Shift2Rail Joint Undertaking Avenue de la Toison d'Or 56, 2 nd 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

Tenders must be submitted in accordance with the **double envelope system**:

Outer Envelope: The outer envelope or parcel should be sealed with adhesive tape, signed across the seal and carry the following information as shown in the diagram below:

- ✓ the ref. number of the invitation to tender: **S2R.17.OP.01**
- ✓ the project title: **Provision of strategic communications, editorial support, graphical, digital and events-related communications services**
- ✓ the name of the tenderer
- ✓ the indication ***"Tender - Not to be opened by the internal mail service"***
- ✓ the address for submission of tenders (*as indicated in the letter of invitation to tender*)
- ✓ the date of posting (*if applicable*) should be legible on the outer envelope

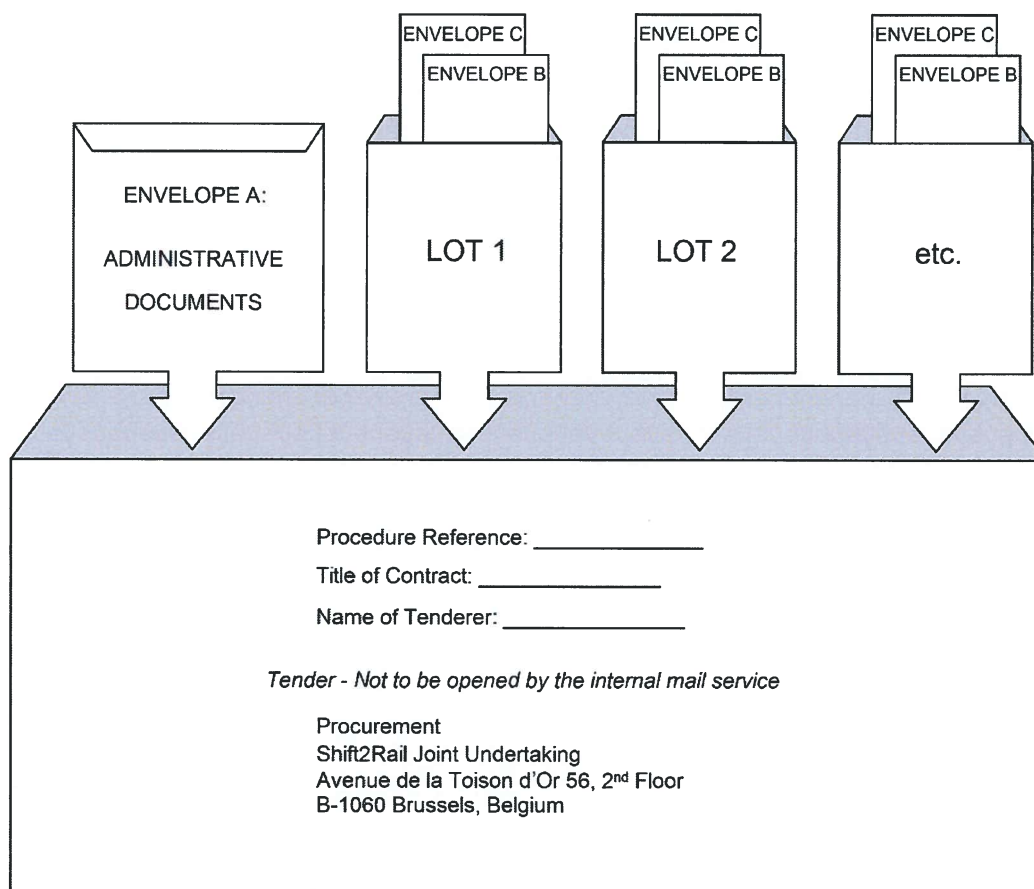
Inner Envelopes: The outer envelope must contain **three inner envelopes**, namely, Envelopes A, B and C. The contents of each of these three envelopes must be as follows:

ENVELOPE A – ADMINISTRATIVE DATA	
✓	Tender Submission Form (front page of administrative documents) – using template in ANNEX 1 .
✓	Declaration of Honour (section 4.2 Exclusion Criteria) – using template in ANNEX 2 .
✓	Financial Identification Form – using the template downloadable from the following website: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm
✓	Legal Entity Form (Selection Criteria - Legal Capacity) – using the template from link below and the supporting documents requested herein: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
✓	Economic & Financial Capacity Documents (section 4.3.2 Selection Criteria – Economic & Financial Capacity)
✓	<i>In case of consortia (section 1.5): Consortium agreement (if already available), or, the Consortium Coordinator Mandate Form in ANNEX 8</i> issued by the consortium members empowering the representative of the consortium leader to submit a tender on their behalf.

ENVELOPE B – TECHNICAL DOCUMENTS: One signed original and 3 (three) copies* (identical in full to the original) of the:	
✓	Technical & Professional Capacity Documents as requested in Section 4.3.3.5.
✓	Technical Offer providing all information requested in section 4.4.1.
ENVELOPE C - FINANCIAL DOCUMENTS: One signed original and 3 (three) copies* (identical in full to the original) of the:	
✓	Financial Proposal (section 4.4.2) using the relevant model financial offer(s) made available in Annex 6 .

**The original tender must be marked "ORIGINAL", and the copies (of the signed original) marked "COPY".*

Should tenderers wish to apply to two or more lots (they are highly encouraged to do so), the outer envelope of parcel should contain one envelope containing all the requested administrative documents (envelope A) and one separate envelope per lot, each envelope bearing the reference and title of the relevant lot, as suggested below, and each containing two inner envelopes with the technical (envelope B) and financial (envelope C) documents.



Tenderers are strongly advised to use the delivery service offering tracking option of the sent items. Any tender received after the deadline will not be examined.

4. Tenders must be submitted on paper.
5. 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.
6. 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 framework 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.
7. All costs incurred in preparing and submitting tenders shall be borne by the tenderers and cannot be reimbursed.
8. Contacts between the Joint Undertaking 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 S2R JU may provide additional information solely for the purpose of clarifying the nature of the contract.
- Any request for clarification must be made in writing by e-mail at procurement@shift2rail.europa.eu and should indicate the reference number and the title of the tender.

- Requests for clarification received by the S2R JU after the deadline for such requests for clarification as specified in the Timetable in Section 1.4 may not be processed.
- The S2R JU 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 clarifications including that referred to above will be published on the S2R JU's Procurement Webpage. Please ensure that you visit regularly the site for updates.

After the opening of tenders:

- If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the submitted tender must be corrected, the S2R JU may contact the tenderer, although such contact may not lead to any alteration of the terms of the submitted tender.
9. 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.
 10. 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.
 11. 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.
 12. 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.
 13. 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.


Date and signature
Carlo M Borghini
Executive Director