



EUROPEAN COMMISSION
Information Society and Media Directorate-General
ICT for Citizens and Businesses
eGovernment

Brussels, 08/07/2005
DG INFSO/H2/AV/dms/D(05)

Subject: Invitation to tender: Secure eGovernment

Pre-information notice published in OJ nr: 2005/S 40-037972
Contract notice published in OJ nr: S 186 dated 27/09/2005

Madam, Sir,

1. The European Commission is pleased to send you, the documentation regarding the call for tender for a Study on 'Secure eGovernment'.

2. If you are interested you are requested to submit your offer no later than **18th of November 2005**, either by:

- a) registered post or by private courier services. In this case the post office stamp or the date on the slip issued by the courier service will constitute proof of compliance with the deadline given above. The offer must be sent to the following **postal address**:

*European Commission
DG Information Society and Media – Directorate H
for the attention of Mr Paul Timmers, Head of Unit H2
BU31 07/87
B-1049 Brussels – Belgium*

- b) or hand delivery by 16.00 Hours on **18th of November 2005** at the latest to the following address:

*European Commission
DG Information Society and Media– Directorate H
for the attention of Mr Paul Timmers, Head of Unit H2 BU31 07/87
rue de Genève, 1
B-1140 Brussels – Belgium*

In this case, in order to establish proof of the date of deposit, the depositor will receive, from an official in the above-mentioned service, a receipt which will be nominatively signed, dated and time stamped. **Please note that in this case it is the date and time of reception at the Commission services that will count, not the actual date in which it was dispatched.**

3. Presentation of the offer

The offer (consisting of 1 original and 4 copies) should be enclosed in two envelopes, both of which should be sealed. If self-adhesive envelopes are used, they should be further sealed with adhesive tape, upon which the depositor's signature must appear.

The *outer* envelope should bear, in addition to the address of the above-mentioned Archive Department, the following mention:

INVITATION TO TENDER "STUDY ON SECURE EGOVERNMENT"

NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE

NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE **29/11/05**

The *inner envelope* should also bear the following mention:

INVITATION TO TENDER "STUDY ON SECURE EGOVERNMENT"

NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE

NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE **29/11/05**

TENDER BY THE FIRM: insert NAME OF THE TENDERER/COMPANY

4. The relevant job-specification is attached herewith (see Annex 1 – Terms of Reference).
5. Each tender must contain all the documents requested in the terms of reference. Special attention is drawn to point 2 of the administrative details (Part II of Terms of Reference - Exclusion and selection of contractors), and the obligation therein to submit written evidence as described, in order to fulfil the exclusion and selection criteria.
6. Submission of a tender implies acceptance of the conditions stipulated in the following documents and binds the contractor to whom the contract is awarded during the performance of the contract:
 - a) this invitation to submit a tender
 - b) the specifications and conditions contained in the attached Terms of Reference (Annex 1)
 - c) the blank draft contract with the General conditions applicable to Contracts awarded by the Commission of the European Communities (Annex 2)

7. Contacts between contracting authorities and tenderers

7.1. Contact between the contracting authority and tenderers during the contract award procedure may take place, by way of exception, under the conditions set out in paragraphs 7.2 and 7.3.

7.2. Before the closing date for the submission of tenders the contracting authority may:

at the instance of tenderers, communicate additional information solely for the purpose of clarifying the nature of the contract, such information to be communicated on the same date to all tenderers who have asked for the specifications;

at its own instance, if it discovers an error, a lack of precision, an omission or any other type of clerical defect in the text of the contract notice, invitation to tender or specifications, inform the persons concerned on the same date and in a manner identical with that applicable in respect of the original invitation to tender.

7.3 If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, the contracting authority may contact the tenderer, although such contact may not lead to any alteration of the terms of the tender.

In the respect of the limitation of this paragraph, information concerning this invitation to tender may be sought from:

Ms Dympna Mc Sweeney

At the above mentioned address in point 2 a)

or by e-mail: dympna.mc-sweeney@cec.eu.int or by fax: +32.2.2964114

8. Period of validity of the tender during which it may not be varied in any respect:

9 months from closing date to submit tenders.

9. Opening of the tenders :

The opening of received tenders will take place on **29/11/05** at Brussels in the Commission building at Avenue de Beaulieu 31, B – 1160 Brussels. One authorised representative of each tenderer may attend the opening of the tenders. Tenderers who plan to attend the opening session have to inform Ms Dympna Mc Sweeney by e-mail, fax or letter at least 24 hours in advance.

10. You will be informed whether or not your tender has been accepted.

11. Candidates who do not intend to submit an offer are asked to communicate in writing before the deadline for submission to the address mentioned at point 1 above.

12. Offers prices should not exceed : 200.000 €

Yours faithfully,

Paul Timmers
Head of Unit H2

Enclosures:

Annex 1: Tender Specifications

Annex 2: Blank Draft Contract