



European Medicines Agency

London, 3 May 2008
Doc. Ref.: EMEA/206208/2008-4542
Direct Line (44-20) 74 18 8400

Dear Madam/Sir

Subject: Open Invitation to Tender – EMEA/2008/62/P&B
Provision of language training for EMEA staff
Advertised in OJEU S 86 of 3 May 2008

1. Please find enclosed the tender documents relating to the above-mentioned invitation to tender.
2. If you are interested in participating in this tender, please submit a tender in three copies (one original, clearly marked, and two copies) to the following address which should be clearly marked as follows on the outer envelope:

Frances Nuttall
Head of Sector
Personnel and Budget
EMEA
Procurement Procedure – Reference: EMEA/2008/62/P&B
7 Westferry Circus
Canary Wharf
London E14 4HB

Please note that no tender may be submitted by electronic mail. Any tender submitted in such a way will be immediately eliminated from the procedure.

3. Tenders must be submitted in one of the following ways:
 - Either by **registered post or by courier service**, dispatched no later than 9 June 2008, the postmark or the date of the deposit slip with the courier service serving as proof of posting date/time.
 - **Or by hand delivery** to EMEA no later than 1200H on 9 June 2008, directly or by a representative of the tenderer.

In the case where deliveries are effected by hand, the deadline to be respected shall be the date and time of **delivery** cited above and not the date of transmission/deposition by the tenderer to its representative. The said delivery must be effected against a dated and signed receipt given by a member of staff of EMEA or its representative.

- Please note that in the case of delivery by hand or by courier service, the envelope should be addressed as in point 2 above but delivery must be made to the following address:

EMEA
1-7 Westferry Loading Bay
Ontario Way
Canary Wharf
London, E14 4HA

7 Westferry Circus, Canary Wharf, London, E14 4HB, UK
Tel. (44-20) 74 18 84 00 Fax (44-20) 74 18 86 60
E-mail: mail@emea.europa.eu www.emea.europa.eu

4. Tenders must be submitted in one or more envelopes which are sealed, each enclosed inside a second sealed envelope. The following must be written on the inner envelope(s) in addition to the name and address as given in point 2 above:

TENDER
Procurement Procedure – Reference:
EMEA/2008/62/P&B
Attn Administration Unit

NOT TO BE OPENED BY THE INTERNAL
MAIL SERVICE

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

Boxes may be used instead of envelopes if the size or weight of the tender so requires.

Any financial element (including costing sheet) must be submitted in separate binders or folders, which must be clearly labelled. Information relating to this element should be given nowhere else in the tender.

4. The technical specifications for this tender as well as the draft contract are attached to this invitation to tender letter. The technical specifications indicate clearly which documents are required to submit a tender as well as the supporting documents which must be enclosed.
5. All tenders must:
- Be signed by the tenderer or his authorised representative.
 - Be perfectly legible in order to avoid any doubt about terms and/or figures included.
 - Include the costing sheet indicated in the technical specifications.
6. All tenders submitted must be valid for a period of six months from the closing date for receipt of tenders during which the tenderer may not modify the terms of the tender in any respect.
7. The submission of a tender in response to this invitation to tender automatically implies the tenderer's acceptance of all the terms and conditions stipulated in the invitation to tender, the current technical specifications and annexes including the draft contract. It also implies that the tenderer renounces his own terms and conditions. This is binding on the tenderer to whom the contract is awarded for the duration of the contract.
8. Contacts between EMEA and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tender:

At the request of the tenderer, EMEA may provide additional information solely for the purpose of clarifying the nature of the contract. Should a tenderer have a question, this should be submitted in writing (by letter, fax or by e-mail) to:

Birgit Breen
Training officer
Personnel & Budget
EMEA
7 Westferry Circus
Canary Wharf
London E14 4HB
birgit.breen@emea.europa.eu
Fax: +44 (0) 20 7418 8660

Requests for additional information received less than five calendar days before the closing date for submission of tenders will not be processed for practical reasons.

EMEA may also, on its own initiative, inform tenderers of any error, inaccuracy, omission or other clerical error in the text of the contract notice, invitation to tender letter or technical specifications and their annexes.

Any additional information including that referred to above will be made available in an identical manner simultaneously to all tenderers.

After the opening of tenders

If clarification is required or if obvious clerical errors in the tender need to be corrected, EMEA may contact the tenderer provided the terms of the tender are not modified as a result.

9. No information visit is required or planned.
10. This invitation to tender does not constitute any contractual obligation on the part of EMEA. EMEA's obligation commences only upon signature of a contract with the successful tenderer.

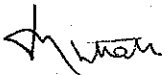
EMEA may, until the contract is signed, withdraw from the contract or cancel the procurement procedure without any compensation to tenderers. In such a situation a decision to cancel would be notified to all tenderers.

11. Processing your reply to the invitation to tender may involve the recording and processing of personal data (such as names, addresses and Curricula Vitae). 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 and, if necessary, for any other relevant purposes which may be specified by EMEA. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the EMEA Data Protection Officer. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.
12. You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the general Financial Regulation¹ may be included in a central database and communicated to the designated persons of the European Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the general Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it upon request to EMEA. EMEA will obtain the requested information from the accounting officer of the European Commission.

13. Tenders will be opened at EMEA's premises on 10 June 2008 at 14:00. One representative per tenderer is permitted to be present at the opening of the tenders. The name of any such representative is to be notified in advance in writing to EMEA to the address given in point 2 of this letter.
14. All tenderers will be informed of the outcome of their tender.
15. I inform you that EMEA has published a Guidebook for Tenderers which may be downloaded from its external website at <http://emea.europa.eu/>. It is recommended that you read this Guidebook before preparing your tender submission.

Yours faithfully



Frances Nuttall
Head of Sector
Personnel and Budget

Enc: Technical Specifications & draft contract

¹ Council Regulation (EC, Euratom) N° 1605/2002 of 25 June 2002 (OJEU L 248 of 16.09.2002), as amended by Council Regulation (EC, Euratom) N° 1995/2006 of 13.12.2006 (OJEU L 390 of 30.12.2006).