



European Medicines Agency

London, 01 December 2007
Doc. Ref.: EMEA/562441/2007
Direct Line (44-20) 74 18 8611

OPEN INVITATION TO TENDER LETTER

Dear Madam/Sir

Subject: Open Invitation to Tender – EMEA/2007/53/P&B Provision of Insurance Broking Services, advertised in OJEU no. 232 of 01 December 2007 Reference no. 2007-094283

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 three full written copies of the tender response (one original, clearly marked, and two copies) and one full copy on CD ROM in Microsoft MSWORD™ or PDF format to the following address which should be clearly marked as follows on the outer envelope:

Sylvia Ost - Assistant Personnel & Budget
EMEA
Procurement Procedure – Reference: EMEA/2007/53/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 08th January 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 17:00 on 08th January 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

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/2007/53/P&B
Attn Sylvia Ost, Personnel & Budget, 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.

If an electronic copy of any elements has been requested, these should be provided on separate hard supports (eg diskette, CD-ROM).

5. 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.
6. All tenders must:
- o Be signed by the tenderer or his authorised representative.
 - o Be perfectly legible in order to avoid any doubt about terms and/or figures included.
 - o Include the costing sheet for each policy as per the format described in the technical specifications
7. 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 respect of their annual brokerage fee quoted. However, EMEA understands that the price obtained from Insurers and coverage offered may vary from the price and cover quoted prior to placement of any insurance covers due to any change in material fact that may occur between initial quotation, and the renewal and or replacement of the insurance covers with the recommended insurance provider. Such variance will have to be disclosed immediately the appointed Insurance Brokerage becomes aware of such a potential or actual price or cover revision, and shall be discussed and the appropriate actions shall be agreed with EMEA prior to the placement of the insurances.
8. 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. Please give details of any special or additional provisions which you consider you may need to be addressed or included in the contractual documentation.
9. 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:

Sylvia Ost - Assistant Personnel & Budget
EMEA
7 Westferry Circus
Canary Wharf
London E14 4HB
Email: Sylvia.ost@emea.europa.eu Fax: Fax (44-20) 74 18 85 94

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.

10. Tenderers should note that site visits to EMEA premises will take place from 10 to 14 December 2007. At these visits the Letter of Authority will be issued by EMEA to authorise tenderers to seek renewal terms & claim histories from EMEA's existing insurance providers. Please notify Sylvia Ost (Sylvia.ost@emea.europa.eu) no later than 07th December 2007 of the name of the person who will be attending the site visit.
11. 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.

12. 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.

13. 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.

14. Tenders will be opened at EMEA's premises on 10th January 2008 at 15:00. 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.
15. All tenderers will be informed of the outcome of their tender.
16. 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 & 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).