



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

19 February 2015

Updated 20 February 2015

EMA/67820/2015

Dear Tenderer

Subject: Procurement Procedure EMA/2014/68/COM - Access to drug pipeline database(s)

1. Please find enclosed the tender documents relating to the above-mentioned invitation to tender. Attached to this letter you will find a "tender acknowledgement form". I would be grateful if you would complete and return it to me within seven days of receipt of this letter to indicate whether or not you intend to submit a tender.
2. If you are interested in participating in this tender, please submit a tender in one original paper copy with one copy of all documents on CD-ROM. Please note only one tender per tenderer can be submitted (this includes only one financial tender (costing sheet)). Any tenderer submitting more than one tender shall be eliminated from the procedure. In case of any discrepancy the paper copy shall prevail over the copy on CD-ROM. Please submit to the following address which should be clearly marked as follows on the outer envelope:

Ms Beatrice Fayl
Communication Service
Procurement Procedure – Reference: EMA/2014/68/COM

European Medicines Agency
30 Churchill Place
Loading Bay
Canary Wharf
London E14 5EU

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.

Tenderers should note that the Agency is unable to accept electronic signatures on the paper copy.

3. Tenders must be submitted in one of the following ways:
 - Either by **registered post or by courier service**, dispatched no later than **9 April 2015** 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 the Agency no later than **1200H on 9 April 2015**, directly or by a representative of the tenderer.

30 Churchill Place • Canary Wharf • London E14 5EU • United Kingdom

Telephone +44 (0)20 3660 6000 **Facsimile** +44 (0)20 3660 5555

Send a question via our website www.ema.europa.eu/contact

An agency of the European Union



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 or other model documents as 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 for the Lot for which a tender is submitted. This is binding on the tenderer to whom the contract is awarded for the duration of the contract. You are requested to confirm acceptance of the draft contract for the Lot concerned and terms and conditions of this tender as part of your tender response.
8. Contacts between the Agency 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, the Agency 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 (via e-mail) to:

Ms Beatrice Fayl
Communication Service

E-mail: EMA.2014.68.COM@ema.europa.eu

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.

The Agency 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, the Agency may contact the tenderer provided the terms of the tender are not modified as a result.

9. This invitation to tender does not constitute any contractual obligation on the part of the Agency. The Agency's obligation commences only upon signature of a contract with the successful tenderer.

The Agency 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.

10. 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

Label for the outer envelope

Ms Beatrice Fayl Communication Service European Medicines Agency <u>Procurement Procedure – Reference: EMA/2014/68/COM</u> 30 Churchill Place Loading Bay Canary Wharf London E14 5EU NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE

Label for the inner envelope

Tender Procurement Procedure – Reference: EMA/2014/68/COM Attn: Beatrice Fayl NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE
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