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www.eba.europa.eu

London, 15 February 2016

Dear Sir/Madam,

Subject: - **Supply of catering services and supplies**
- **EBA/2015/08/OPS/SER/OP**

1. The European Banking Authority is planning to award the contract referred to above. The procurement documents published on the Internet consist of this invitation letter, the tender specifications with their annexes and the draft contract.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.
3. You must submit your tender exclusively on paper, in one original and two (2) copies, and with one copy of all documents on CD-ROM or USB memory stick. **Please note that tenders may not be submitted by electronic mail or by fax.** Tenderers should note that the EBA is unable to accept electronic signatures on the paper copy.

The tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".

The inner envelope must also contain two closed envelopes, one containing the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

The time limit for receipt of the tender is 16th March 2016. You must use one of the means of submission listed below. Receipt is understood as the time at which the tenderer hands over the tender to the post office or courier service or EBA reception.

Means of submission	Time limit	Evidence	Address for delivery
Registered Post	24:00	Postmark	CALL FOR TENDERS Supply of catering services and goods EBA/2015/08/OP/SER/OP For attention of: Karolina Grala European Banking Authority Floor 46, One Canada Square Canary Wharf London E14 5AA United Kingdom
Courier	24:00	Deposit slip of courier service	
In person (hand delivery)	17:00 UK Time	Proof of receipt, signed and dated by the official at the EBA's reception who takes delivery	

EBA shall not be held liable for any delays incurred by the tenderer when in the EBA's premises.

4. Tenders must be:

- perfectly legible so that there can be no doubt as to words and figures;
- drawn up using the model reply forms in the tender specifications.

5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 6 months from the date indicated in point 3.

6. Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

7. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

8. A maximum of two representatives per tender can attend the opening of tenders as provided in Section IV.2.7 of the contract notice. For organisational and security reasons, the tenderer must provide the full name and ID or passport number of the representatives at least 3 working days in advance to: Karolina Grala (Karolina.grala@eba.europa.eu). Failing that, the contracting authority reserves the right to refuse access to its premises.

9. Contacts between the contracting authority and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the date of receipt indicated in point 3:

Upon request, the contracting authority may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only to tenders@eba.europa.eu with a copy to Karolina.Grala@eba.europa.eu.

The contracting authority is not bound to reply to requests for additional information received less than six working days before the date of receipt of tenders indicated in point 3.

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the procurement documents.

Any additional information including that referred to above will be posted on the EBA's website indicated above <http://www.eba.europa.eu/about-us/procurement>. The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.

After the opening of tenders:

If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, the contracting authority will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

10. This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.
11. Up to the point of signature, the contracting authority may cancel the procurement procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
12. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
13. You will be informed of the outcome of this procurement procedure by email only. It is your responsibility to provide a valid email address together with your contact details in your tender and to check this email address regularly.
14. If processing your reply to the 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 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 by EBA. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
15. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation¹. For more information, see the Privacy Statement on:
http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

Yours faithfully,

SIGNED

Signatory's name: Adam Farkas
Position: Executive Director

¹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.