



EUROPEAN COMMISSION
Information Society and Media Directorate-General
Audiovisual, Media, Internet
MEDIA Programme and media literacy

Brussels,
D(2006) 709943

Subject: Invitation to tender
Contracting Authority: European Commission
STUDY ON THE NEEDS AND PRACTICE OF THE EUROPEAN
AUDIOVISUAL INDUSTRY IN RESPECT OF DUBBING AND
SUBTITLING

CONTRACT NOTICE 2006/S 109-115954 – 10/06/2006

Madam, Sir,

- (1) The European Commission is pleased to send you, following your request, the documentation regarding the above-mentioned call for tender.
- (2) If you are interested you are requested to submit your tender no later than **04/08/2006**, 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
Unit A/2 – MEDIA Programme and media literacy
for the attention of Aviva Silver
BU33 02/05
B-1049 Brussels

- (b) Or hand delivery by 16.00 hours on **04/08/2006** at the latest to the following address:

European Commission
DG Information Society and Media
Unit A/2 – MEDIA Programme and media literacy
for the attention of Aviva Silver
BU33 02/05
1 rue de Genève
B -1140 Brussels

The central mail department is open from 8.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Friday. It is closed on Saturday, Sunday and Commission holiday.

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 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.

Late delivery will lead to the exclusion from the award procedure for this contract.

(3) Presentation of the offer:

The offer (consisting of 1 original and 2 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 No. **CPP N° 20A-2006**”
“**NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE**”
“**NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 22/08/2006**”

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

“INVITATION TO TENDER No. **CPP N° 20A-2006**”
“**NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE**”
“**NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 22/08/2006**”

“FULL NAME OF THE TENDERER/COMPANY”

The inner envelope must also contain 2 sealed envelopes, one containing the technical proposal and the other one the financial proposal. Each of these envelopes must clearly indicate the content (“Technical” and “Financial”).

(4) The tender specifications and the model service contract are attached to this invitation to tender. The tender specifications list all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity.

(5) Tenders must be:

- signed by the tenderer or his duly authorised representative;
- perfectly legible so that there can be no doubt as to words and figures;

- (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) The present invitation to submit a tender;
 - (b) The conditions contained in the attached **tender specifications**;
 - (c) The attached model **service contract** (special and general conditions).
- (7) Contacts between contracting authorities and tenderers:
- (a) 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 (b) and (c) below.
 - (b) 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 in writing on the same date to all tenderers who have asked for the specifications. **Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.**
 - 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.
 - (c) 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 Tessaro

At the postal address mentioned in § (2) (a) or by e-mail: info-a-2@cec.eu.int

- (8) This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

(9) Period of validity of the tender during which it may not be varied in any respect: 6 months from the deadline for submission of tenders indicated in § (2).

(10) Opening of the tenders

The opening of received tenders will take place on **22/08/2006**, at **10.00** in the Commission building located in 33 avenue de Beaulieu, 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 the responsible service by e-mail (infso-a-2@cec.eu.int), fax (+32 229 92 290) or letter at least 24h in advance.

(11) You will be informed whether or not your tender has been accepted.

(12) Processing your reply to the invitation to tender will involve 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 the Directorate General Information Society and Media, unit A2. 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 Directorate General Information Society and Media, unit A2. 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.

Yours faithfully,

Aviva Silver
Head of Unit

Enclosures: 1 - Tender Specifications
 2 – Model Service Contract