

INVITATION TO TENDER
EFI PROCUREMENT REFERENCE NUMBER 5-15.2-2018-F-R

WRITING AND MEDIA SERVICES

Dear Sir/Madam,

The European Forest Institute is planning to award a contract for the assignment referred to above and you are hereby invited to take part in the tendering for the aforementioned contract.

This Invitation to tender, as well as the Tender Specifications and its annexes, contain the instructions you are obliged to follow should you wish to take part in the tendering process.

You will find the Tender Specifications and its annexes attached.

Kind regards,

Ms. Niina Verkerk
Internal Support Team Leader - FLEGT and REDD Facilities
European Forest Institute

INSTRUCTIONS

1. GENERAL

- 1.1 Value of contract: EUR 123,000 or less
- 1.2 Deadline for submission of tender: The tender shall arrive 18 July 2018, 17:00 CET at the latest.
- 1.3 Language of tender: The language of the submitted tender shall be English.
- 1.4 Procurement procedure: Open
- 1.5 Tenderers are advised to consult <https://www.efi.int/tenders> regularly before the deadline for the submission of tenders for any updates or modifications regarding this tendering process and for the answers to questions received.

2. QUESTIONS REGARDING THE TENDER

- 2.1 Any questions regarding the tender shall be sent to the following email address: flegt@efi.int
- 2.2 Questions shall be submitted in English only. EFI reserves the right to refuse to answer questions submitted in other languages. EFI will only provide answers in English.
- 2.3 EFI is not bound to reply to questions received later than 27 June 2018.
- 2.4 Questions and answers for this tendering process will be published at <https://www.efi.int/tenders> on 2 July 2018.

3. SUBMISSION OF TENDER

- 3.1 The tender must be submitted in **one email** containing **three separate PDF-files**:
 - 1) One PDF-file with the **administrative information**:
 - Cover letter (Annex 1)
 - Identification forms (Annex 2)
 - Bank identification form (Annex 2a)
 - Declaration on Exclusion Criteria and Absence of Conflict of Interest (Annex 3)
 - Nomination form (Annex 4)
 - Minimum criteria declaration (Annex 5)
 - Consortium agreement (Annex 6) *where applicable*
 - 2) One PDF-file with the **technical proposal**
 - 3) One PDF-file with the **financial proposal** (Annex 7)
- 3.2 The email with the tender shall contain only the following heading in the subject line:

Tender for EFI Procurement reference 5-15.2-2018-F-R Writing and media services
- 3.3 The tender shall be sent by email to the following email address only: tenders@efi.int
- 3.4 EFI will send an automatic reply via email once the email has been received.

4. TERMS AND CONDITIONS FOR SUBMISSION OF TENDER

- 4.1 In addition to these terms and conditions, EFI applies the EFI Procurement Rules which have been made available at <https://www.efi.int/tenders>
- 4.2 By submitting a tender the Tenderer accepts all the terms and conditions set out in the Invitation to tender and the Tender Specifications (including its annexes), and waives all other terms of business.
- 4.3 EFI may reject a tender that is not in compliance with the instructions in the Contract Notice, the Invitation to Tender or the Tender Specifications (including its annexes).
- 4.4 No information communicated in this procurement process, including the Contract Notice, Invitation to Tender and the Tender Specifications (including its annexes), bind EFI in any way to a contract. EFI shall only be bound by written contracts.
- 4.5 Submission of a tender binds the Tenderer to whom the Contract is awarded. The tender, in conjunction with the Tender Specifications (including its annexes), shall be an integral part of the Contract and will constitute annexes to the Contract.
- 4.6 A Tenderer must be able to prove, to the satisfaction of EFI, any information given as part of its tender. Failure to do so, within a time limit set by EFI, may result in rejection of the tender.
- 4.7 EFI may ask the Tenderer for clarifications regarding any information submitted as part of the tender. EFI may reject any Tenderer from the procurement process that fails to submit the requested clarification.
- 4.8 Only tenders sent to *tenders@efi.int* will be considered.
- 4.9 Tenders submitted after the deadline for submission will not be considered.
- 4.10 Each economic operator may only submit one tender. In case of multiple tenders from the same economic operator EFI will only consider the last one received.
- 4.11 Withdrawal of a submitted tender shall be done in writing and is permitted if it reaches EFI before the deadline for submission of tenders.
- 4.12 No variants are allowed. EFI will disregard any variants described in a tender, and reserves the right to reject such tenders without further evaluation.
- 4.13 All tenders shall be quoted in Euros.
- 4.14 All tenders must be valid for a period of 6 months from the closing date of the receipt of tenders.
- 4.15 Expenses incurred in the preparation and dispatch of the tender will not be reimbursed by EFI.
- 4.16 Tenders must be legible. EFI may reject tenders that are not legible.
- 4.17 EFI will disregard any information given by the Tenderer outside the format for submission as stated in the Contract Notice, Invitation to Tender, or the Tender specifications (including its annexes).
- 4.18 The tender shall be complete when submitted. EFI will disregard additional documentation or information submitted separately from the tender, where not requested by EFI.
- 4.19 EFI may at its own discretion disclose the contents of any tender submitted, as well as information on the Tenderer awarded the contract and the value and other information of the contract awarded.
- 4.20 Unless otherwise stated in the Tender specifications (including its annexes) or in the Invitation to tender, the tender and all correspondence related to it shall be in English. EFI retains the right to correspond in English with the Tenderer even if the tender may be submitted in a language other than English.

4.21 Tenderers are not entitled to contact EFI staff members or any other person referred to in the EFI procurement rules after the closing date of the receipt of tenders to ask for information on the evaluation. EFI may eliminate from the evaluation any Tenderer contravening this provision.

4.22 Certification of free competition.

By submission of the tender, the Tenderer certifies that:

- the prices in the tender have been arrived at independently without consultation, communication or agreement for the purpose of restricting competition, with any other economic operator
- unless otherwise required by law, the prices quoted in the tender have not been, and will not be, knowingly disclosed directly or indirectly until the final award of the tender has been made by EFI
- no attempt has been made or will be made by the Tenderer to induce any other economic operator to submit or abstain from submitting a tender.