

Helsinki, 30. 05. 2012

**Subject: ECHA/2012/66 – Provision of travel agency services – open procurement procedure – invitation to tender**

1. The European Chemicals Agency (ECHA) is launching an open call for tenders for the award of the above-mentioned contract.

2. The specifications, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity and containing the technical documentation and the draft contract, are annexed.

3. The deadline for the submission of offers is: 18 July 2012. 16:00 h, Helsinki Time. Offers may be submitted:

- a) **Either sent by registered mail**, posted no later than 18 July 2012, (as evidenced by the postmark):

**to the following address:**

European Chemicals Agency (ECHA)  
Invitation to tender No: ECHA/2012/66  
Finance Unit R1  
Annankatu 18  
00121 Helsinki  
Finland.

- b) **or sent by courier services**, no later than 18 July 2012, (as evidenced by the deposit slip of the courier service),
- c) **or delivered by hand**, in person or by an authorised representative no later than 18 July 2012, 16:00, Helsinki time, (as evidenced by the acknowledgement of receipt signed by ECHA);

**to the following address:**

European Chemicals Agency (ECHA)  
Invitation to tender No: ECHA/2012/66  
Finance Unit R1  
Annankatu 18  
00120 Helsinki  
Finland.

4. The tender must be submitted under double sealed cover.

The outer envelope should bear the address as mentioned below.

The inner envelope should be addressed to the Finance Unit R1 and marked "Invitation to tender No ECHA/2012/66" and "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 the tape. The inner envelope must also contain three sealed envelopes, one containing the administrative offer, the second the technical offer and the third the financial offer. Each of these envelopes must clearly indicate the content. The administrative offer, the technical offer and the financial offer must be submitted, in duplicate (one set of originals and one set of copies) and a third set in electronic format (on CD ROM).

5. The offer 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;
- drawn up following the instructions and using the model forms in the specifications.

Please note that late submission will lead to the rejection of the offer. Incomplete offers may also be rejected.

6. Period of validity of the offer, during which tenderers may not modify the terms of their offers in any respect: 6 months following the deadline for submission.

7. Submission of an offer implies acceptance of the terms and conditions set out in this invitation to tender and in the specifications, including the technical documentation and the draft contract, and, where appropriate, a waiver of the tenderer's own general or specific terms and conditions. The submitted offer is binding on the tenderer to whom the contract is awarded for the duration of the contract.

8. Contacts between ECHA and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

a) Before the final date for submission of offers:

- At the request of the tenderer, ECHA may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made only in writing with the subject indication « ECHA/2012/66 » to the following e-mail address: [procurement@echa.europa.eu](mailto:procurement@echa.europa.eu).

- Requests for additional information received less than five working days before the closing date for submission of tenders may not be processed.
- ECHA may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the offers.
- Any additional information including that referred to above will be published on ECHA website at: [http://echa.europa.eu/opportunities/procurement\\_en.asp](http://echa.europa.eu/opportunities/procurement_en.asp).

b) After the opening of offers:

- If clarification is required or if obvious clerical errors in the offer need to be corrected, ECHA may contact the tenderer provided the terms of the offer are not modified as a result.

9. This invitation to tender is in no way binding on ECHA. ECHA's contractual obligation commences only upon signature of the contract with the successful tenderer.

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

10. Tenderers will be informed whether or not their offer has been accepted.

11. Handling tenderers' replies to the invitation to tender will involve the recording and processing of personal data (such as the tenderer's name, address and CV). This data will be processed in accordance with the requirements of Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data. Except if mentioned otherwise, replies to questions and personal data are necessary for the purpose of assessing an offer according to the specifications of the invitation to tender and will only be processed for this purpose. A tenderer may, upon request, obtain the communication of personal data and rectify any inaccurate or incomplete personal data. Any queries concerning the processing of personal data should be addressed to the Agency's Data Controller. As regards the processing of personal data, a tenderer has the right to recourse at any time to the European Data Protection Supervisor.

Yours faithfully,



Geert Dancet  
Executive Director  
Authorising Officer