

1. INVITATION TO TENDER

Open call for tenders No 2016-07/EVAL-EXT-COMM

Angers, 23 July 2016

Dear Sir / Madam,

Subject: - *Service contract for the evaluation of the external communication of the CPVO;*
- *Contract notice published in the EU Official Journal No 2016/S 141-254237 of 23/07/2016.*

O/Ref.: *2016-07/EVAL-EXT-COMM*

1. The Community Plant Variety Office (CPVO) is planning to conclude a service contract for the evaluation of its external communication.
2. If you are interested in this contract, you should submit a tender in triplicate by 23/09/2016 to the following address:

Community Plant Variety Office
Administration Unit
3 Boulevard du Maréchal Foch – CS 10121
F – 49101 ANGERS CEDEX 2 (France)

You may submit your tender:

- (a) either by registered mail, posted not later than 23/09/2016, (postmark);
- (b) or by delivery (in person or by an authorised representative or private courier service) to the secretariat of the above department not later than 16:00 hours on 23/09/2016, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the department who took delivery.

Tenders must be submitted in a sealed envelope itself enclosed within a second sealed envelope. The inner envelope shall bear, in addition to the name of the department to which it is addressed, as indicated in the invitation to tender, the words "*Invitation to tender — Not to be opened by the mail service*". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

3. 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 the draft contracts are attached.
4. 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.
5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications and in the draft contract and, where appropriate, waiver of the tenderer's own

general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

6. Period of validity of the tender: six months from 23/09/2016.
7. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

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

Any requests for additional information must be made in writing only to the following address: fagel@cpvo.europa.eu. Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed (*for practical reasons*).

- * The CPVO may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.
- * Any additional information including that referred to above will be sent simultaneously to all tenderers who have requested the specifications.

After the opening of tenders

- * If clarification is required or if obvious clerical errors in the tender need to be corrected, the CPVO may contact the tenderer provided the terms of the tender are not modified as a result.
8. This invitation to tender is in no way binding on the CPVO. The CPVO's contractual obligation commences only upon signature of the contract with the successful tenderer.
Up to the point of signature, the CPVO 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. You will be informed whether or not your tender has been accepted.

Mr. James MORAN
Head of Administration Unit

