



EUROPEAN UNION
DELEGATION OF THE EUROPEAN UNION
TO THE KINGDOM OF SAUDI ARABIA

Head of Delegation

INVITATION TO TENDER
OPEN PROCEDURE
IT INTERNET CONNECTION SUPPORT FOR DELEGATIONS
SAUR/IT INTERNET CONNECTION SUPPORT/2012

Riyadh, Saudi Arabia, 10/03/2012

Dear Sir/Madam,

Subject: Contract for IT Internet Connection Support to the Delegation of the European Union in Riyadh - Saudi Arabia

TED publication: Arab News 99 and Al-Riyadh 15965. (SA-Riyadh: contract for IT Internet Connection Support — 2012)

1. The Delegation of the European Union to Riyadh – Saudi Arabia is planning to award the public contract referred to above.
2. If you are interested in this contract, you should submit a tender in duplicate copies in one of the official languages of the European Union. All further communications shall be written in English and Arabic
3. Where submission is by letter, tenderers may choose to submit tenders:
 - a) either by post or by courier not later than 28/03/2012¹, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

European Union
Delegation to Saudi Arabia
For the attention of Mr. Miguel Lobato Gonzalez Head of Administration
Al-Maather District, Thabet Al-Loghawi St. Villa No.25
P.O Box 65995 Riyadh 11566 Saudi Arabia.

- b) or delivered by hand to the following address:

¹ The date must be the same in both cases

European Union
Delegation to Saudi Arabia
For the attention of Mr. Miguel Lobato Gonzalez Head of Administration
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P.O Box 65995 Riyadh 11566 Saudi Arabia.

not later than [16.00] on 28/03/2012². In this case, a receipt must be obtained as proof of submission, signed and dated by an agent of central mail department who took delivery. The department is open from 08h 00 and from 17h 00 on Saturday to Wednesday

4. Tenders must be placed inside two sealed envelopes. The inner envelope, addressed to the department indicated in the invitation to tender, should be marked as follows: "Invitation to tender - not to be opened by the internal mail department". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

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

5. The specification, 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 contract are attached.
6. 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;
 - drawn up using the model reply forms in the specification.
7. Period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect: 6 months from the final date for submission.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification 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.
9. 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 contracting authority 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 *fax number +96612815221*.

² The date must be the same in both cases

Requests for additional information received less than five working days before the final date for submission of tenders will not be processed.

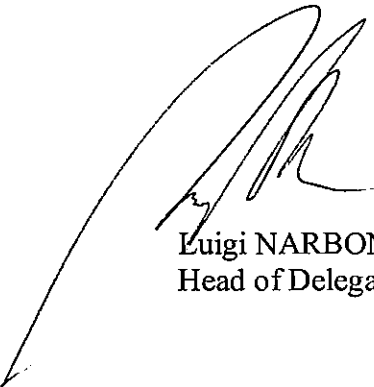
- * the Delegation may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.
 - * Any additional information including that referred to above will be http://eeas.europa.eu/delegations/gulf_countries sent simultaneously to all candidates invited to tender.
 - After the opening of tenders
 - * If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.
10. This invitation to tender is in no way binding on the Delegation. This contractual obligation commences only upon signature of the contract with the successful tenderer.
 11. 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.
 12. Once the Delegation has opened the tender, the document shall become the property of this one and it shall be treated confidentially.
 13. You will be informed whether or not your tender has been accepted.
 14. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
 16. 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 Delegation. Details concerning the processing of your personal data are available on the http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf at:
 17. Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the EEAS, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/info_contract/legal_entities_en.htm), or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf)

Best regards,

Riyadh – Saudi Arabia, 10/03/2012



Luigi NARBONE
Head of Delegation