



EUROPEAN UNION

OFFICE TO HONG KONG AND MACAO

Hong Kong, 23 January 2017

Dear Sir/Madam,

Subject: Office Cleaning / Beverage Services – EEAS/DELHKG/030-SER-2016

1. The Office of the European Union to Hong Kong and Macao is planning to award the contract referred to above. The procurement documents consist in this invitation letter, the tender specifications with their annexes and the draft contract.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.
3. You must submit your tender exclusively on paper, in one original and one copy. The tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT (**EEAS/DELHKG/030-SER-2016**)". The inner envelope must also contain two closed envelopes, one containing the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial"). The time limit for submission of the tender is **Friday, 10 February 2017**.

You must use one of the means of submission listed below. Receipt is understood as the time at which the tenderer hands over the tender to the post office or courier service or at the reception of the Office.

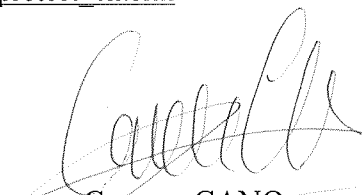
Means of submission	Time limit	Evidence	Address for delivery
Post	24:00	Postmark	CALL FOR TENDERS Office Cleaning / Beverage Services – EEAS/DELHKG/030-SER-2016 Office of the EU to Hong Kong and Macao For the attention of the <i>Head of Administration</i> 19/F, St John's Building, 33 Garden Road, Central, Hong Kong
Courier	24:00	Deposit slip of courier service	CALL FOR TENDERS Office Cleaning / Beverage Services – EEAS/DELHKG/030-SER-2016 Office of the EU to Hong Kong and Macao For the attention of the <i>Head of Administration</i> 19/F, St John's Building, 33 Garden Road, Central, Hong Kong
In person (hand delivery)	17:00 local time in Hong Kong	Proof of receipt, signed and dated by the agent at the reception of	Office of the EU to Hong Kong and Macao For the attention of the <i>Head of Administration</i> 19/F, St John's Building, 33 Garden Road, Central, Hong Kong

19/F, St. John's Building, 33 Garden Road, Central, Hong Kong

Tel: (+852) 2537 6083 - Fax: (+852) 2522 1302 - Email: Delegation-Hong-Kong-HOA@eeas.europa.eu

Website: www.EUinHongKongandMacao.com

9. An on-site visit is planned on **Friday, 3 February 2017** at the following address: 19/F, St John's Building, 33 Garden Road, Central, Hong Kong. Each tenderer shall send an email to Delegation-Hong-Kong-HOA@eeas.europa.eu at the latest 2 calendar days prior to the visit to know the time that is allocated to each of them.
10. This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.
11. Up to the point of signature, the contracting authority may cancel the procurement procedure without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.
12. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
13. You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly.
14. 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 the Head of EU Office to Hong Kong and Macao. Details concerning the processing of your personal data are available on the privacy statement at http://eeas.europa.eu/data_protection/index_en.htm
15. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm



Carmen CANO
Authorising Officer

Annexes:

Tender specifications

Template Direct Service Contract

¹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.