



EUROPEAN UNION
DELEGATION TO THE UNITED ARAB EMIRATES

The Head of Delegation

الإتحاد الأوروبي

بعثة الإتحاد الأوروبي الى
الإمارات العربية المتحدة

Abu Dhabi, 03/07/2017

**Subject: Invitation to submit an offer for tender
EEAS-015-DELAREA-SER-DIRECT "Insurance coverage for the
Offices of the Delegation of the European Union to the UAE".**

1. The Delegation of the European Union to The UNITED ARAB EMIRATES is pleased to invite your company to submit an offer for a tender for the "Insurance coverage for the Offices of the Delegation of the European Union to the UAE".
2. If you are interested in this contract, you should submit an offer in one original and two copies in English.
3. Tenderers shall submit tenders by letter:
 - a) Either by post or by courier not later than **20/08/2017**, 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 address indicated below.
 - b) Or delivered by hand not later than **13h00** on **20/08/2017** to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the official who took delivery.

By post, courier or by hand:

CALL FOR TENDERS
EEAS-015-DELAREA-SER-DIRECT
EU Delegation to the UNITED ARAB EMIRATES,
For the attention of the Head of Administration

Etihad Tower 3, Floor 15,
P.O. Box 63870 Abu Dhabi – U.A.E.

Tenders must be placed inside two sealed envelopes. The inner envelope, addressed as indicated above, should be marked as follows: "**CALL FOR TENDERS EEAS-015-DELAREA-SER-DIRECT - 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 tender" and the other the "Financial tender". Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

4. Tenders must be:

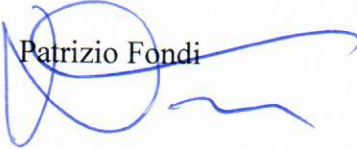
- Perfectly legible so that there can be no doubt as to words and figures;
 - drawn up using the model reply forms in the tender specification.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 6 months from the final date for submission.
 6. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
 7. All costs incurred during the preparation and submission of tenders is to be borne by the tenderers and will not be reimbursed.
 8. 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:

DELEGATION-UNITED-ARAB-EMIRATES-TENDERS@eeas.europea.eu

Requests for additional information received less than five working days before the final date for submission of tenders will not be processed.
 - * The contracting authority 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 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.
 9. 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.
 10. 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.

11. Once the contracting authority has opened the tender, the document shall become its property and it shall be treated confidentially.
12. You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.
13. 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 Delegation to the United Arab Emirates. Details concerning the processing of your personal data are available on the privacy statement at: <http://eeas.europa.eu/jobs/docs/privacy-statement-jobs-tenders.pdf>


Patrizio Fondi

Annexes: Terms of Reference
 Direct Service Contract