



INVITATION TO TENDER No. FC.11.ADM.040.4.0
(Open Procedure)

Dear Sir/Madam,

1. The EMCDDA is planning to award the public contract referred to above for the provision of training services for its staff members.

Tenderers who wish to submit an offer are invited to send to the EMCDDA a bid duly signed by their authorised representative, together with **three copies** of their bid, strictly identical to the original bid (total: 1 original and 3 copies). Bids can be submitted in two different ways:

(a) either by registered post or by private courier service

in this case the bid should be posted not later than **21/06/2011** (the stamp of the post office or the slip issued by the private courier services acting as proof) to the following address:

European Monitoring Centre for Drugs and Drug Addition
A/C Mrs. Catherine Menier
Cais do Sodré
1249-289 Lisbon
Portugal

(b) or delivered by hand

not later than **5.00 pm on 21/06/2011** (acting as proof) to the address indicated hereabove. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the EMCDDA mail service who took delivery.

2. Bids must be submitted in two envelopes, one inside the other. Both envelopes are to be sealed. The inner envelope must be marked as follows:

Call for tenders No. FC.11.ADM.040.4.0

NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE

If self-sealed envelopes are used, they must be closed by adhesive tape with the sender's signature written across it.

Bids that do not comply with these formal conditions will be rejected at the opening session.

3. The **Specifications** are available on the EMCDDA Website at the following address: <http://www.emcdda.europa.eu>. The specifications list 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.
4. The bids will be opened on **28/06/2011** at 11.00am (Lisbon local time), in the offices of the European Monitoring centre for drugs and drugs addition, Cais de Sodré.
5. This opening session will be public. A representative of each tenderer may attend the opening of the bids. At the end of the opening session, the Chairman of the opening committee will indicate the name of the tenderers and the decision concerning the admissibility of each offer received. The prices indicated in each received bid will not be communicated. Should you wish to attend, please send a request (at least 5 days before the date of the opening) to the following e-mail address: info.procurement@emcdda.europa.eu indicating the name of the attending person and the tenderer he/she represents.
6. Submission of a bid implies full acceptance of the draft contract available under the Procurement Section relevant to the present call to tender on the EMCDDA website at the following address: <http://www.emcdda.europa.eu>
5. Validity period of the tender: 12 months following the deadline for submission of tenders.
6. Tenderers will be informed by the EMCDDA whether or not their bids have been accepted.
7. During the procedure, any contact concerning the tender between the contracting authority and the tenderers is prohibited. However, any additional information deemed necessary for preparing an adequate bid could be requested at the latest 10 days prior to the deadline for submission of the bids. Such requests should be sent by e-mail to the following address: info.procurement@emcdda.europa.eu

The EMCDDA will reply to any request for additional information in strict compliance with the equal treatment principle. Provided that they have reached the EMCDDA before the deadline, requests will be answered and be automatically published under the Procurement Section relevant to the present call to tender on the EMCDDA website at the following address: <http://www.emcdda.europa.eu>. Tenderers are invited to consult the 'question/answer' section under the above mentioned Procurement Section on a daily basis. The name of the requesting party will not appear on the website.

8. This invitation to tender is in no way binding on the EMCDDA. The EMCDDA contractual obligation commences only upon signature of the contract with the successful tenderer. Up to the point of signature, the EMCDDA may either withdraw from the contract or cancel the procurement procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be sustained and the tenderers notified.

Yours Sincerely,



Dante Storti
Head of administration unit