



EUROPEAN UNION

Delegation to Japan

The Ambassador

Tokyo,  
DELJPN HOD/DS/MM

Dear Sir/Madam,

**Subject: Invitation to tender related to Contract PPCA/2013/3/Tokyo for provision of services regarding the production, hosting, maintenance and the promotion of the EU Delegation's Japanese language web-based monthly digital magazine "EU MAG"**

**Ref: Contract Notice 2013/S 159-276984**

1. The Delegation of the European Union to Japan is planning to award the public contract referred to above. Please find enclosed the related tender specification listing all the documents that must be produced in order to submit a tender, and the draft contract.
2. If you are interested in this contract, you should submit a tender in quadruple (one original and three copies) in one of the official languages of the European Union.
3. Tenders should be submitted to the following address:

Delegation of the European Union to Japan  
For the attention of the Head of Press, Public and Cultural Affairs  
Europa House, 4-6-28 Minami-Azabu, Minato-ku, Tokyo 106-0047, Japan

- a) either by registered postal mail or by courier in the way that the tender should arrive at the above address not later than 17:00 on 04/10/2013 (4 October 2013), in which case the staff member who takes the delivery signs the receipt;
- b) or delivered by hand not later than 17:00 on 04/10/2013 (4 October 2013). In this case, a receipt must be obtained as a proof of submission, signed and dated by the staff member who takes the delivery.

The Delegation is open from 09:00 to 17:30, Monday to Friday. It is closed on Saturdays, Sundays and Japanese national holidays.

Europa House, 4-6-28 Minami-Azabu, Minato-ku, Tokyo 106-0047, Japan.  
Tel Main: +81 (0)3 5422 6001 -Tel Direct: +81 (0)3 5422 6002 - Fax: +81 (0)3 5420 5544 - E-mail: Delegation-Japan@eeas.europa.eu

<http://eeas.europa.eu/delegations/japan>  
E-mail: Hans-Dietmar.Schweisgut@eeas.europa.eu

4. Tenders must be placed inside two sealed envelopes. Both envelopes should mention the following reference: "PPCA/2013/3/Tokyo". The inner envelope 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 three sealed envelopes, one containing the administrative documents, another containing documents for the Selection phase and the third one containing documents for the Award phase. Each of these envelopes must clearly indicate the content ("Administrative", "Selection" or "Award"). Each envelope should contain four sets of copy (one original + three copies) except for the ones in the Administrative envelope (only one original needed).

5. The specification (Terms of Reference), 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;
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. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
10. 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-Japan-TENDER@eeas.europa.eu](mailto:Delegation-Japan-TENDER@eeas.europa.eu)

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 posted on the Delegation's website <http://www.euinjapan.jp> ("About the Delegation" → "Calls for 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.
11. This invitation to tender is in no way binding on the Delegation. The Delegation's contractual obligation commences only upon signature of the contract with the successful tenderer.
  12. 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.
  13. Once the Delegation has opened the tender, the document shall become the property of the Delegation and it shall be treated confidentially.
  14. 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.
  15. 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 Union 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 Delegation. Details concerning the processing of your personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).
  16. 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 Commission, 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/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), 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/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE))

A handwritten signature in blue ink, consisting of the letters 'h' and 'n' followed by a stylized flourish.

Hans Dietmar Schweisgut

Enclosures: Terms of Reference + Annexes