

IMI reference: IMI2/OUT/2017-03707

Brussels, 21 December 2017

Subject: Multiple framework contracts in the field of financial audits, other assurance engagements and related services for IMI2, Clean Sky2 and FCH2 Joint Undertakings.

Reference: IMI.2017.OP.215

Dear Madam or Sir,

1. The Innovative Medicines Initiative 2 Joint Undertaking (IMI2 JU) intends to award multiple, cascading framework contracts for the delivery of the above-mentioned services, on behalf of itself, the Clean Sky 2 Joint Undertaking and the FCH 2 Joint Undertaking.
2. If you are interested in this initiative, you should submit a tender in one of the official languages of the European Union. You must submit your tender exclusively on paper, in one original and three copies.
3. The time limit for receipt of the tender is **23 February 2018**. 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 central mail department.

Means of submission	Time limit	Evidence	Address for delivery
Post	23:59 CET	Postmark	CALL FOR TENDERS Financial audits, other assurance engagements - IMI.2017.OP.215 IMI2 Joint Undertaking TO 56 – Office 6/24 For the attention of the Procurement Service B – 1049 Brussels Belgium
Courier	23:59 CET	Deposit slip of courier service	CALL FOR TENDERS Financial audits, other assurance engagements - IMI.2017.OP.215 IMI2 Joint Undertaking For the attention of the Procurement Service Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium
In person (hand delivery)	17:00 CET	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	CALL FOR TENDERS Financial audits, other assurance engagements - IMI.2017.OP.215 IMI2 Joint Undertaking For the attention of the Procurement Service Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium

Mail can be received from 07.30 to 17.30 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

b) Tenders sent after the deadline mentioned above and/or sent to another postal address than the one indicated above **will not be accepted** in the framework of the present invitation to tender.

c) Tenderers are invited to confirm the submission of the tender by email no later than 23 February 2018 at 17.00 (Brussels time) to the following address: procurement@imi.europa.eu.

4. Tenders must be placed inside **two sealed envelopes**.

The outer envelope must bear exactly the following reference:

"Call for Tenders - Reference: IMI.2017.OP.215 accompanied with the relevant address, and the name and address of the tenderer¹.

The inner envelope, addressed to the department indicated in point 3 (a), should be marked as follows: **"Invitation to tender IMI.2017.OP.215 - 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.

This inner envelope must also contain three sealed envelopes: one (envelope "A") containing the administrative specifications; the second (envelope "B") containing the technical specifications and the third (envelope "C") containing the financial bid. Each of these envelopes must clearly indicate the content ("Administrative part", "Technical part" and "Financial offer").

The envelopes marked "Administrative part" and "Technical part" shall contain one signed original and three copies (of which one unbound) of the respective part of the tender except the price offer. The envelope marked "Financial offer" shall only contain one signed original and three copies (of which one unbound) of the financial offer.

5. The tender specifications, 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 to this letter of invitation.
6. Tenders must be:
- signed by the tenderer's 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 tender specifications.
7. Period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect: 12 months from the deadline for the submission of tenders specified in point 3 above.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specifications 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 the mailbox: procurement@imi.europa.eu by the deadline of 13 February 2018. Requests for additional information received after 13 February 2018 will not be processed.
 - * The Joint Undertakings may, on their own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

¹ In addition to the inner envelope, you may enclose if needed an acknowledgement of receipt form on which you must indicate the address to which it should be returned.

* Any additional information including that referred to above will be published on IMI2 JU website.

- 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. The tenders received will be opened **on 6 March 2018 at 11.00 CET** in the offices of the IMI2 JU, Avenue de la Toison d'Or 56-60, B-1060 Brussels, Belgium.

One representative per tenderer can be present at this opening session. Tenderers planning to attend the opening session have to inform the JUs by e-mail sent to the mailbox: procurement@imi.europa.eu , by 22 February 2018.

11. This invitation to tender is in no way binding on the JUs. The JUs' contractual obligation commences only upon signature of the contract with the successful tenderer.

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. You will be informed whether or not your tender has been accepted.

13. If your offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.

14. Processing your reply to the invitation to tender will involve 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. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the contact point indicated in article 3 (a). You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

15. You are informed that for the purposes of safeguarding the financial interest of the European Union, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Antoine Cuvillier

[SIGNED]

Head of Administration and Finance,
IMI2JU

Enclosures: Tender Specifications and annexes.