



EUROPEAN COMMISSION
EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

Director

Luxembourg,
EAHC LB/JR/AMMR/leb ARES (2013)

Rijksinstituut voor Volksgezondheid
en Milieu (RIVM)

Antonie van Leeuwenhoeklaan 9
3721 MA Bilthoven,
THE NETHERLANDS

Letter sent by e-mail with advice of delivery to: ,

Subject: Request for Specific Services N° EAHC/2013/HEALTH/12 for the implementation of Framework Contract N° EAHC/2013/HEALTH/23 "Multiple Framework Contracts with reopening of competition to support tobacco policies - Composition of tobacco and related products and its impact on human health " concerning the development of a EU common reporting format for submission of data on ingredients contained in tobacco and related products and disclosure of the collected data to the public

Dear Mr van der Zande,

1. In the context of the Framework Contract No EAHC/2013/Health/23 – signed on 10/12/2013 between the consortium led by **Rijksinstituut voor Volksgezondheid en Milieu (RIVM)** and the Executive Agency for Health and Consumers (hereafter referred to as the 'Executive Agency'), in line with its mandate, the Executive Agency is planning to award a specific contract in the area referred to above.

Therefore the Executive Agency hereby requests your specific offer for an assignment concerning the development of an EU common reporting format for ingredients contained in tobacco and related products and disclosure of the collected data to the public.

2. If you are interested in this contract, you should submit a specific offer in pdf or scanned file format (containing the signature of your legal representative) in English.
3. Within 3 days from receipt of this Request for Specific Services by the contractor, you shall acknowledge receipt of it.
4. If you are not in position to make an offer, a justification must be provided by the deadline of submission of the offer at the latest (point 5).
5. Contractors shall submit their specific offers by e-mail **not later than 24 January 2014** to the following e-mail address:

Executive Agency for Health and Consumers

Health Unit

For the attention of

E-mail: EAHC-HP-TENDER@ec.europa.eu
6. Submission of a specific offer implies acceptance of all the terms and conditions set out in this Request and the Tender Specifications for Specific Services and, where appropriate, waiver of the contractor's own general or specific terms and conditions. It is binding on the contractor to whom the specific contract is awarded for the duration of the specific contract.
7. The detailed tender specifications for requesting specific services are attached (Annex A).
8. The offer must be in conformity with the Framework Contract and must include:
 - an **Administrative part** presenting
 - the composition of the proposed team: names, categories of expertise, CVs and the number of man-days; need for sub-contracting (if relevant),
 - declaration of honour for all the staff (Annex C)
 - a **Technical part** presenting
 - the understanding of the tasks to be performed, and
 - the proposed methodological approach of work to be done by the contractor,
 - a **Financial part** indicating the total amount in EUR (€) payable for the services that are the subject of this request (in accordance with the model budgetary offer – Annex B).

The specific offer must be perfectly legible so that there can be no doubt as to words and figures. The offer should be organised and presented in a way that

allows for clear identification of all information requested by the tender specifications for specific services.

9. The specific contract will be awarded to the most economically advantageous specific offer on the basis of the award criteria as indicated in Annex I of the Framework Contract. Evaluation of these criteria will be independent of the evaluation of the award criteria of the Framework Contract.
10. You will be informed in due time whether or not your offer has been accepted. The specific offers are valid for 60 calendar days after the deadline for submission.
11. The work is expected to start from March 2014 and all tasks/deliverables/reports must be finalised 10 months later.
12. Please note that the maximum budget available for this project is **€200 000**.
13. Regarding the Request for Specific Services, contacts between the Executive Agency/Commission, and the contractors are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

13.1. Before the final date for submission of specific offers:

- * At the request of the contractor, the Executive Agency may provide additional information solely for the purpose of clarifying the nature of the specific contract.

Any requests for additional information must be made in writing to the Executive Agency by using the e-mail address indicated in point 5, clearly specifying the reference of the Request for Specific Services EAHC/2013/Health/12 in the subject line.

Requests for additional information received later than 16.00 CET 2 working days before the closing date for submission of specific offers will not be processed. The Executive Agency will send the answers simultaneously to all contractors without indicating the contractor who put the question.

- * The Executive Agency may, on its own initiative, inform contractors of any error, inaccuracy, omission or any other clerical error in the text of the Request for Specific Services.

13.2. After the opening of the specific offers:

- * If clarification is required or if obvious clerical errors in the process need to be corrected, the Executive Agency may contact the contractor provided the terms of the specific offer are not modified as a result.

14. This Request for Specific Services is in no way binding on the Executive Agency: the Agency's contractual obligation commences only upon signature of the specific contract with the successful contractor.

Up to the point of signature of the specific contract, the Executive Agency may either abandon the procurement or cancel the award procedure, without the contractors being entitled to claim any compensation. This decision must be substantiated and the contractors notified.

15. Processing your specific offer to this Request for Specific Services 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 offer in accordance with the tender specifications for Specific Services and will be processed solely for that purpose by the Executive Agency.

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 send them to the Executive Agency's address indicated above. 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.

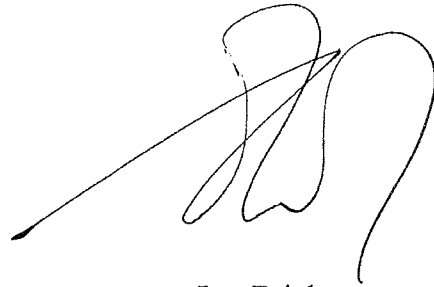
16. Please be informed that for the purposes of safeguarding the financial interest of the European Union, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 106, 107, 109 (1) (b) and 109 (2) (a) of the Financial Regulation¹ may be

¹ Regulation (EC, Euratom) N° 966/2012 of 25 October 2012 (OJ L 298 of 26.10.2012).

included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 108 (1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer.

I look forward to receiving your specific offer for this request.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the left.

Luc Briol

Annexes:

- Annex A – Tender specifications for requesting Specific Services
- Annex B – Model financial offer
- Annex C – Declaration of Honour
- Annex D – Extract from Extract from a compromise text for TPD as agreed between Council and European Parliament on 19 December 2013

