



BBI JU, Brussels 7 February 2020

Subject: BBI.2020.SC.01 Assessment of the BBI JU projects portfolio contribution to the BBI JU objectives and validation of BBI JU KPIs and impacts

Dear Madam/Sir,

Bio-based Industries Joint Undertaking (referred to below as *the contracting authority*) is planning to award the contract resulting from the above procurement procedure. The procurement documents consist of the publication on Internet, this invitation letter, the draft contract and tender specifications with their annexes.

1. Submission of request to participate/tenders.

Only the candidates receiving this invitation letter may submit a tender. Any tender received from a legal or natural person not invited to tender will be rejected.

Economic operators must submit exclusively by electronic mail to procurement@bbi.europa.eu. The tender must be received no later than 17:00 CET on 5 March 2020.

A tender received after the time-limit for receipt of tenders will be rejected. The tender reception confirmation with the official date and time of receipt of the tender constitutes proof of compliance with the time-limit for receipt of tenders.

2. Legal effects of the invitation to tender and submission of a request to participate/tender.

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.

Up to the point of signature, the contracting authority may cancel the procurement procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is indicated in the contract notice.

Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or



specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

3. Contacts during the procurement procedure.

Contacts between the contracting authority and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

3.1 Submission phase (before the time-limit for receipt of tenders)

Upon request, the contracting authority may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only to procurement@bbi.europa.eu.

The contracting authority is not bound to reply to requests for additional information received after 24 February 2020 (17:00 CET).

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the procurement documents.

Any additional information including that referred to above will be sent simultaneously to all candidates invited to tender.

3.2 Opening of tenders

The contracting authority may negotiate with tenderers the tenders they have submitted, in order to adapt them to the procurement documents and in order to find the most economically advantageous tender. The minimum requirements defined in the procurement documents are not subject to negotiation. During negotiations equal treatment of all tenderers will be ensured. The contracting authority reserves the right not to negotiate and to award the contract on the basis of the tenders initially received.

Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.

3.3 Evaluation phase

Except in duly justified cases, tenderers who have failed to submit evidence or to make statements as required in the procurement documents, shall be contacted by the contracting authority to provide the missing information or clarify supporting documents.



The contracting authority may correct obvious clerical errors in the tender after confirmation of the correction by the tenderer. Such information, clarification or confirmation shall not substantially change the tender.

3.4 Award phase

Tenderers will be notified of the outcome of this procurement procedure by e-mail. The notification will be sent to the e-mail address provided in the tender for the tenderer (group leader in case of a joint tender). The same e-mail address will be used by the contracting authority for all other communications with the tenderer. It is the tenderer's responsibility to provide a valid e-mail address and to check it regularly.

Data protection

If processing a reply to the invitation to tender involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725¹ of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, any personal data will be processed solely for evaluation purposes under the call for tenders by BBI JU. Details concerning the processing of your personal data are available in the privacy statement at: https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

The tenderer's personal data may be registered in the Early Detection and Exclusion System (EDES) if the tenderer is in one of the situations mentioned in Article 136 FR. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm).

Signed in Ares

Annexes to the invitation to tender:

- Annex I – Tender specifications and annexes
- Annex II – Draft contract and annexes

¹ OJ L 295, 21.11.2018, p. 39