PART A: INVITATION FOR APPLICATIONS

VALIDITY: 21/12/2012 – 21/12/2015

Subject: Call for expression of interest (OJ 2013/S 002-001082)
Internal reference number: 2013/EUROFOUND/CEI

Dear Applicant,

1. Thank you for your interest in Eurofound’s activities and in this call for expression of interest.
   All relevant information for this call for expression of interest can be found posted on Eurofound’s dedicated webpage: http://www.eur-opeur.eu/eurofound/about/procurement/cei.htm.
   For the purpose of this call for expression of interest, applicants are advised to read all the information as provided in the Tender Specifications, namely: Invitation for Applications (Part A), Terms of Reference (Part B), Standard Application Form (Part C).

   Applicants are required to complete Part C only and to provide all evidence as requested.

   Applicants are reminded that they should read Eurofound’s Tender Specifications together with the Guidelines for Eurofound Public Procurement, which are available at the following link:

   In case of any inconsistency between the Guidelines and the particular Tender Specifications, the latter prevails.

2. Applications may be submitted in any of the official languages of the European Union. Eurofound prefers however, to receive documentation in English as it is its working language. Nonetheless, the choice of language will not be relevant for the purposes of applications evaluation.

3. Applications must be submitted:
   a) either by post (registered mail) or/courier no later than 21/09/2015, in which case the evidence of the date of dispatch shall be determined by the postmark or the collection date.
   b) or delivered by hand not later than 17.00 hrs (GMT) on 21/09/2015. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in Eurofound who took delivery. The reception at Eurofound is open from 09.00 to 17.00 Monday to Friday. It is closed on Saturdays, Sundays and Public/Eurofound holidays to the following address:

For the attention of:
Lidia Jankowska
OSU Workflow Officer
Applications received which are postmarked, collected by the courier, hand-delivered after the deadline for receipt of tenders will be deemed inadmissible.

4. Requests for additional information received later than 14/09/2015 will not be processed. All such requests shall be sent by email to the following email address: OSUTenders@eurofound.europa.eu quoting exactly the internal reference number and the title of the tender provided in the subject line.

5. Applications must be submitted inside two sealed envelopes. The **inner envelope** must be marked, “Invitation for applications no. 2013/EUROFOUND/CEI. Application from: (name of applicant). Not to be opened by the mail service. To be opened by the Opening Committee only”. The **outer envelope** must bear a clear postmark showing the date or courier collection date.

   Applicants shall provide 1 application marked ‘Original’ and 2 copies of the application (unbound/unstapled).

   Note: The inner envelope should be sealed with adhesive tape and signed across the seal. Tenderers are requested not to use plastic covers or plastic binders, staples etc, and not to include unnecessary amounts of paper.

6. Applicants will be notified about the results of the evaluation of their applications within 30 days from the time of the evaluation taking place.

7. Period of validity of the application, during which applicants may not modify the terms of their applications in any respect: 120 days from the date on which application is received by Eurofound. Eurofound may ask the applicant to extend the validity of his/her application for a further period not exceeding 30 days.

8. Submission of a tender in response to a procurement procedure issued by Eurofound, implies that tenderers:
   - accept all the terms and conditions as stipulated in the tender specifications and all other documents related to the procurement; and
   - waive their own terms of business so that any resulting contractual relationship shall be governed exclusively by the terms of the tender.

Yours faithfully,

Lidia Jankowska
OSU Workflow Officer