



EGI FOUNDATION (EGI)



Netherlands, 1<sup>st</sup> March 2023

**Subject: Purchase of software services for image analysis in phenological research with implementation, licensing, support, and maintenance.**

**EGI/2023/OP/0001**

Dear Madam/Sir,

The EGI FOUNDATION is planning to award the contract resulting from the above procurement procedure. The procurement documents consist of the contract notice, this invitation letter, the draft contract, and tender specifications with their respective annexes. All documents are available at the following EGI FOUNDATION WEBSITE: <https://www.egi.eu/article/eosc-dih-tender/>

Economic operators interested in this contract are invited to submit a tender in English.

**1. Submission of tenders.**

Tenders must be submitted exclusively via the electronic submission system provided by EGI FOUNDATION available from the above EGI's website and publicly accessible. Tenders submitted in any other way will be disregarded.

In order to submit a tender according to the EGI FOUNDATION system, the economic operators will need to send their proposals via email to the directions available for this purpose and specified in tender conditions.

An e-mail address is also available for queries about the submission procedure.

The time-limit for receipt of tenders is indicated under Section IV.2.2 of the contract notice where local time shall be understood as local time at the EGI FOUNDATION's location (the location indicated under Section I.1 of the contract notice).

All candidates will receive an email confirming receipt of the offers sent within 24 hours.

Tenderers must ensure that their submitted tenders contain all the information and documents required by the EGI FOUNDATION at the time of submission as set out in the procurement documents.

The technical offer submitted by the tenderer shall be limited to a maximum of **20 pages**, excluding evidence provided for the assessment of exclusion and selection criteria, such as CVs, past projects, etc. The evaluation of the technical offer against the award criteria will be based on the number of pages within this limit, **any additional pages will be disregarded**.

The recommended font is *Times New Roman* and minimum font size allowed is 11. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

The Declaration(s) on Honour on exclusion and selection criteria (template available in the tender specifications) shall be dated and signed by an authorised representative of the signatory by applying a qualified electronic signature (preferably) or by hand.

All costs incurred for the preparation and submission of tenders as well as for attending the opening session are to be borne by the tenderers and will not be reimbursed.

## **2. Legal effects of the invitation to tender and submission of a tender.**

This invitation to tender is in no way binding on the EGI FOUNDATION. The EGI FOUNDATION's contractual obligation commences only when the contract with the successful tenderer is signed by both parties.

Up to the point of signature, the EGI FOUNDATION may cancel the procurement procedure without tenderers being entitled to claim any compensation. This decision must be substantiated, and the 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 under Section IV.2.6 of 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 EGI FOUNDATION and 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 EGI FOUNDATION may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only through the following email address: [business@egi.eu](mailto:business@egi.eu)

The deadline for receiving questions regarding the tender is 5 days before the submission of bids.

All queries received and answers provided by EGI will be published on the tender website: <https://www.egi.eu/article/eosc-dih-tender/>

The EGI FOUNDATION is not bound to reply to requests for additional information received less than 5 days before the time-limit for receipt of tenders.

The EGI FOUNDATION 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 posted on the EGI FOUNDATION website indicated above. The website will be updated regularly and it is the economic operator's responsibility to check for updates and modifications during the submission period.

### 3.2 Opening of tenders

Tenders will be opened in a virtual opening session, on the date and time indicated under Section IV.2.7 of the contract notice. A maximum of two representatives per tender may attend.

Tenderers may request to attend the opening by sending an email to [business@egi.eu](mailto:business@egi.eu) as soon as possible and not later than 24 hours before the scheduled start of the opening session. The request must include the full name(s) and email address(es) of the representative(s), the name of the represented tenderer and the submission receipt generated by EGI FOUNDATION. The EGI FOUNDATION reserves the right to refuse access to the virtual opening session if the above information is not provided as required.

The representatives will receive an invitation by email with the meeting details and instructions on how to attend the opening.

The public part of the opening session will be strictly limited to the following aspects:

- verification that each tender has been submitted in accordance with the submission requirements of the call for tenders;
- announcement of the tenders received: the names of the tenderers (all members in the case of a joint tender) will be announced.

Tenderers not present at the opening session may send an information request to [business@egi.eu](mailto:business@egi.eu) if they wish to be provided with the information announced during the public opening.

Once the EGI FOUNDATION has opened the tenders, they become its property and shall be treated confidentially.

### 3.3 Evaluation phase (after the opening of tenders)

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 EGI FOUNDATION to provide the missing information or clarify supporting documents.

The EGI FOUNDATION 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 by the tenderer (group leader in case of a joint tender) in the section Contact Person when the tender was submitted.

The same e-mail address will be used by the EGI FOUNDATION 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.

#### **4. Data protection.**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, you can contact the data controller at [dpo@egi.eu](mailto:dpo@egi.eu) by explicitly specifying your request.

Yours faithfully,

Tiziana Ferrari

DocuSigned by:



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