

Date: 11 May 2015

Ref: 15/540/FB/op

Dear Sir/Madam,

Subject: Invitation to Tender – CEPOL/PR/NG/2015/007 – Rebranding of CEPOL

European Police College – CEPOL invites tenders for rebranding of CEPOL (see Tender Specifications for details).

The closing date of this procurement procedure is **5 June 2015**.

The Tender Specifications with annexes, including the Model Contract are attached to this invitation to tender letter. The Tender Specifications give full instructions on how to respond to this tender and clearly indicate which documents are required to submit the tender as well as the supporting documents which are required.

Interested tenderers are invited to send to CEPOL their tender no later than **5 June 2015** in strict compliance with the instructions given in the Tender Specifications. Tenders must be signed by the tenderer or his duly authorised representative and must be perfectly legible so there can be no doubt as to the words or figures.

Please note that submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender letter, in the Tender Specifications with annexes, in the Model Service Contract (ANNEX I) and 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.

Period of validity during which tenderers may not modify the terms of their tender in any respect shall be at least 6 months from the closing date mentioned above.

Please note that any contacts between CEPOL and tenderers, other than for clarification purposes, are prohibited throughout the tender procedure. Requests for clarification must be sent by email to tenders@cepol.europa.eu with the subject **CEPOL/PR/NG/2015/007 – Rebranding of CEPOL** not later than **29 May 2015**.

CEPOL will reply to requests for clarification in strict compliance with the equal treatment principle. The answers to such requests will be sent to all invited candidates without disclosing the identity of the requesting party.

This invitation to tender does not constitute any contractual obligation on the part of CEPOL; such an obligation only commences upon signature of a contract with the successful tenderer.

After opening the tenders received, CEPOL may negotiate with tenderers the tenders they have submitted, in order to adapt them to the requirements set out in the tender specifications or any additional document and in order to find the tender offering the best value for money. During negotiations equal treatment of all tenderers will be ensured.

Tenderers will be informed whether their tenders have been accepted or not.

CEPOL may, before the contract is signed, either abandon the procurement or cancel the award procedure without the tenderer being entitled to claim any compensation. In such a situation, a decision to cancel would be notified to all tenderers.

CEPOL retains ownership of all tenders received under this call for tenders. Consequently the tenders cannot be returned to tenderers.

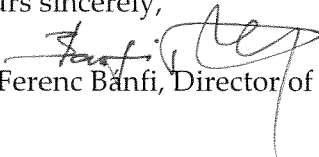
All cost incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

Processing your reply to the invitation to tender will involve the recording and processing of personal data (such as names, addresses and CVs). 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 by CEPOL. 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 CEPOL. 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.

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).

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 included in a central database and communicated to the designated persons of the European 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 of the Commission.

Yours sincerely,


Dr Ferenc Bánfi, Director of CEPOL

Encl.: Tender Specifications, model contract and annexes

¹ Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002