



Brussels, 24.05.2017

Subject: Invitation to tender for the Cost Benefit Analysis Modelling within the project “TSO 2020: Electric “Transmission and Storage Options” along TEN-E and TEN T corridor for 2020 – Framework of the Connecting Europe Facility 2017–2020 – Synergy Call for proposal 2016–1

Dear Sir/Madam,

1. The European Association for Storage of Energy – EASE (hereinafter contracting association) is planning to award the contract referred to above. The procurement documents consist of the contract notice, this invitation letter, the tender specifications.
2. If you are interested in this contract, you must submit your tender exclusively on paper, in one original and 4 copies, in one of the official languages of the European Union. The tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape. The inner envelope must also contain two closed envelopes, one containing the administrative and technical parts of the tender and the other the financial part. Each of these envelopes must clearly indicate the content ("Administrative and technical" and "Financial"). For your bid to be found admissible the confidentiality thereof must have been ensured and the deadline for submission met.

The tender must be received no later than **7 June 2017**. You must use one of the means of submission listed below. Receipt is understood as the time at which the tenderer hands over the tender to the post office or courier service or central mail department.

Means of submission	Time limit	Evidence of dispatch	Address for delivery
Post	24:00 CEST	Postmark	The European Association for Storage of Energy – EASE – Avenue Adolphe Lacomblé 59 – 1030 Brussels, Belgium
Courier	24:00 CEST	Deposit slip of courier service	The European Association for Storage of Energy – EASE – Avenue Adolphe Lacomblé 59 – 1030 Brussels, Belgium
In person (hand delivery)	17:00 CEST	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	

Mail can be received from Monday to Friday (08.30 – 17.30). EASE is closed on Saturdays, Sundays and official Belgian holidays.

3. Tenders will be opened at 12 a.m. (CEST) on **12 June 2017**, at Avenue Adolphe Lacomblé 59 – 1030 Brussels, Belgium (The European Association for Storage of Energy – EASE headquarter). Tenderers may attend the meeting but be represented by not more than one person. At the end of the opening session, the Chairman of the opening committee will indicate the name of the tenderers and the decision concerning the admissibility of each offer received. The prices mentioned in the bids will not be communicated.
4. Tenders must be:
 - signed by a duly authorised representative of the tenderer. The original signature of the single tenderer's or lead partner's authorised representative) (preferably in blue ink) on the identification form (Annex 1 of the technical specifications) shall be considered as the signature of the tender, binding the single tenderer or the group of partners to the terms included in the tender;
 - perfectly legible so that there can be no doubt as to words and figures;
5. 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.
6. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
7. Contacts between contracting association and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
 - Before the reception deadline:

Upon request, the contracting association 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 contracting association general email info@ease-storage.eu.

The contracting association is not bound to reply to requests for additional information received less than six working days before the date of receipt of tenders indicated in point 2.

The contracting association 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 will be posted on the contracting association website and it is your responsibility to check for updates and modifications during the submission period.
 - After the opening of tenders:

If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, contracting association will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

8. This invitation to tender is in no way binding on the contracting association. The contracting association's contractual obligation commences only upon signature of the contract with the successful tenderer.
9. Up to the point of signature, the contracting association may cancel the award procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
10. Once the contracting association has opened the tender, it becomes its property and it shall be treated confidentially.
11. You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly. If processing your reply to the invitation to tender involves 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. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/datapiOtectionofficer/privacvstatement_public_procurement_en.pdf .

Place and Date

Brussels – 24/05/2017

Patrick Clerens
EASE Secretary General



ANNEX 1

IDENTIFICATION OF THE TENDERER

(Each service provider, including any member of a consortium, whose share of work is more than 20% of the contract must complete and sign this identification form)

Call for Tenders

Identity	
Name of the Tenderer	
Legal Status of the Tenderer	
Date of Registration	
Country	
Number	
VAT Number	
Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance) ¹	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	
Surname	
First Name	
Title	
Position	
Telephone Number	
Fax Number	
e-mail address	
Legal Representatives	
Names and functions of Legal Representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	
Declaration by an authorised representative of the organisation ² I, the undersigned, certify that the information given in this tender is correct and that the tender is valid	

¹ For natural persons.

² This person must be included in the list of legal representatives; otherwise the signature on the tender is not invalidated.