



Stockholm, 15 July 2009

**Subject: OPEN CALL FOR PROPOSALS for the award of a Framework Partnership Agreements concerning the: "ECDC BIORISK EXPERT GROUP - TO IMPROVE KNOWLEDGE, INFORMATION, COORDINATION AND SCIENTIFIC ADVICE IN THE AREA OF BIORISKS" – GRANT/2009/008**

1. The European Centre for Disease Prevention ("ECDC" also referred to as the "Centre") is planning to award the agreement referred to above.
2. If you are interested, you should submit a proposal in **five copies (one unbound)** in one of the ECDC member countries' language. However, in order to facilitate assessment by evaluators, an English translation should accompany any proposal written in another language.
3. Interested candidates (*consortia*) may choose:
  - to submit proposals either by registered post or by courier service not later than **24 September 2009**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

European Centre for Disease Prevention and Control (ECDC)  
Attn: Procurement Office  
Tomtebodavägen 11A  
171 83 Solna  
Sweden

(applicants choosing this method of submission are requested to send an e-mail to the following e-mail address: [procurement@ecdc.europa.eu](mailto:procurement@ecdc.europa.eu) to inform ECDC),

- or to deliver proposals by hand at ECDC's premises at the above address,

not later than 16:00 on **24 September 2009**. In this case, a receipt must be obtained as proof of submission, signed and dated by the receptionist of the Centre who accepts delivery. The Centre is open from 09.00 to 17.00 Monday to Friday. It is closed on Saturdays, Sundays and official holidays.

4. Proposals must be submitted in accordance with the **double envelope system**.

The **outer envelope or parcel** should be sealed with adhesive tape and signed across the seal and carry the following information:

• the project title: **“ECDC BIORISK EXPERT GROUP - TO IMPROVE KNOWLEDGE, INFORMATION, COORDINATION AND SCIENTIFIC ADVICE IN THE AREA OF BIORISKS” – GRANT/2009/008**

- the name of the Applicant
- the indication “Proposal - Not to be opened by the internal mail service”.
- the address for submission of Proposals (see above)
- the date of posting (if applicable) should be legible on the outer envelope

The two innermost envelopes are:

**Envelope A**, containing one original (unbound, signed and clearly marked as “Original”) of the Technical Proposal, plus four copies (bound and each marked as “Copy”).

**Envelope B**, containing one original (unbound, signed and clearly marked as “Original”) of the Budget Proposal, plus four copies (bound and each marked as “Copy”). The applicant is requested to supply also an excel file of the Budget Proposal, this one either in the envelope or via email to [procurement@ecdc.europa.eu](mailto:procurement@ecdc.europa.eu), (with copy to [piero.benazzo@ecdc.europa.eu](mailto:piero.benazzo@ecdc.europa.eu)).

**Envelope C**, containing one original copy of the supporting documentation.

The **inner envelopes** should be marked with the project title, as here above.

5. The call for proposal, its Annexes including the standard Framework Partnership Agreement (FPA) and the standard Specific Grant Agreement are attached to this invitation. The call for proposal lists all documents that must be produced in order to submit a proposal, including supporting evidence of economic, financial, technical and professional capacity.
6. Proposals must be:
- signed by all *consortium* partners/the duly authorised representative (coordinator) of the *consortium*;
  - perfectly legible so that there can be no doubt as to words and figures.

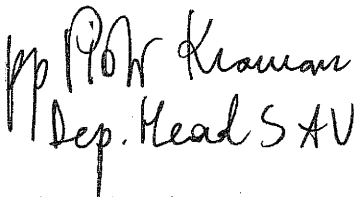
Every *consortium* submitting a proposal shall nominate a coordinator who will alone interface with the Centre.

7. Period of validity of the proposal, during which the terms of the proposal must not be amended in any respect: 6 (six) months from the deadline for the submission of proposals.
8. Submission of a proposal implies acceptance of all the terms and conditions set out in this invitation, the call for proposals and its Annexes as well as the FPA and its Annexes and, where appropriate, waiver of the own general or specific terms and conditions of the *consortium* and its partners.

9. Contacts between the ECDC and interested applicants (*consortia*/partners) are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
- Before the final date for submission of proposals:
    - \* At the request of an interested applicant, ECDC may provide additional information solely for the purpose of clarifying the nature of the agreement. Any requests for additional information must be made in writing only to [procurement@ecdc.europa.eu](mailto:procurement@ecdc.europa.eu). Requests for additional information received less than five working days before the closing date for submission of proposals will not be processed.
    - \* ECDC may also, on its own initiative, provide additional information regarding any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.
    - \* Interested applicants are invited to check the following URL address regularly, as any additional information, including that referred to above, will be available for download from this site: [http://www.ecdc.europa.eu/Competitions/calls\\_proposal.html](http://www.ecdc.europa.eu/Competitions/calls_proposal.html)
  - After the opening of proposals
    - \* If clarification is required or if obvious clerical errors in the proposal need to be corrected, ECDC may contact an applicant provided the terms of the proposal are not modified as a result.
11. This call is in no way binding on the Centre. The Centre's obligations commence only upon signature of agreements with the successful *consortium* and subject to the agreements' terms and conditions.
- Up to the point of signature, ECDC may either abandon or cancel the call or award procedure, without applicants being entitled to claim any compensation. This decision must be substantiated and the applicants notified.
12. You will be informed whether or not your proposal has been accepted.
13. If your proposal includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.

14. Processing your reply to this call will involve 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. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your proposal in accordance with the ToR of this call and will be processed solely for that purpose by the Agency. Under the data protection Regulation (EC) No 45/2001 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 ECDC. 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.
15. You are informed that for the purposes of safeguarding the financial interest of the Communities, 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 93, 94, 96(1) (b) and 96(2) (a) of the Financial Regulation (Council Regulation (EC, Euratom) No 1605/2002) may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(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.



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Head of Scientific Advice Unit, Chief Scientist