

ECTP Strategic Research & Innovation Agenda

Call for Tender

SUBJECT: Invitation to Tender ECTP/CFT-2019/1 – Elaboration of the Strategic Research and Innovation Agenda (SRIA) 2021-2027.

Dear Madam, Dear Sir,

The *European Construction, built environment and energy efficient building Technology Platform* (ECTP) Association hereby invites you to submit a tender for the above subject.

This Invitation to Tender was published on the ECTP website news section (www.ectp.org/news-events-newsletters/news/) on 4 March 2019 and consists of two documents as follows:

1. The present Cover Letter
2. Appendix 1 – Statement of Work.

This Invitation to Tender has been issued in English only. Your attention is drawn to the following:

1. Lodging of the Tender

Interested parties should submit a tender only in English. The deadline for **arrival** of tenders is **25 March 2019 at noon (CET)**.

Tenders, that must be drawn up following the specifications detailed in Appendix I (Statement of Work), must be sent by email:

- containing only files under PDF formats,
- with the mention '**ECTP/CFT-2019/1**' explicitly appearing in the 'Object' field of the mail,

at the following address:

ECTP General Secretariat: secretariat@ectp.org

Alternatively, by registered mail (date of postmark serving as evidence of timely delivery), to the following address:

ECTP Association
Invitation to Tender: **ECTP/CFT-2019/1**
REH
Rue d'Arlon 63-67
1040 Brussels
BELGIUM

ECTP AISBL

2. Acceptance of Terms and Conditions

Submission of a tender implies acceptance of the terms and conditions set out in this invitation to tender and in the specifications and, where appropriate, 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.

3. Period of Validity of the Tender

The offer must remain valid for a period of 3 (three) months following the final date for submitting tenders. During this period, the tenderer may not modify the terms of his tender in any respect.

4. Budget

The expected cost will depend on the proposed works but is not foreseen to exceed a maximum budget of **EURO 65.000,00 (excluding VAT)**.

5. Duration

It should be noted that the total duration of this activity should not exceed **8 months**, to be considered from March to October 2019.

6. Confidentiality

All proposals received by ECTP will be treated in full confidence.

7. Other Provisions

This Invitation to Tender does not commit the Association in any way. The Association's contractual obligations commence only upon signature of a contract with the successful tenderer. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation.

It is anticipated that an oral presentation of short-listed tenders may be put in place. If this is the case, such oral presentation is to take place in Brussels, on the 8th of April, between 15:00 and 18:00 pm. All tenderers having their tenders short-listed and invited to an oral presentation agree on presenting their tenders at this date, and time that will be indicated in the invitation sent by ECTP. Any absence of an invited tenderer at the date and time he/she is invited will be considered as a withdrawal from the tenderer regarding this tender. However, the Association does not commit in the organisation of such oral presentation by tenderers.

We look forward to receiving your tender.
Yours faithfully,

Alain ZARLI
ECTP Secretary General

ECTP AISBL

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