

Brussels, 3rd November 2009

INVITATION TO TENDER NO. AIB-2009-HUB-P-002

Dear Sir/Madam,

1. The AIB invites tenders for a service contract regarding the following project: Development, implementation and support of a message transfer and monitoring facility.
2. AIB is registered in Belgium and this AIB tender procedure follows Belgian law.
3. If you are interested in this contract, you must submit a tender in **triplicate**, in English as well as an electronic copy of the tender.

Tenders must be:

(a) either sent by registered mail or by private courier

The tender must be sent by registered mail or by private courier, dispatched not later than December 15th, 2009 (the postmark or the receipt issued by the courier service serving as proof of the dispatch) to the following address:

By registered mail or by private courier

Association of Issuing Bodies
c/o Keen Phillips
21/23 Station Road
Gerrards Cross
Buckinghamshire HP9 2QX
United Kingdom

(b) or delivered by hand

Tenders must be delivered by hand to the above address of the AIB, December 15th, 2009 **not later than 4 p.m.** (Central European Time).

In this case, a receipt must be obtained as proof of submission, signed and dated by the official at Keen Phillips who took delivery. The offices of Keen Phillips are open from 09.00 to 17.00 Monday to Fridays. They are closed on Saturdays, Sundays and UK Bank holidays.

4. Tenders must be placed inside two sealed envelopes, one inside the other. **The inner envelope should be marked:**

<p>Call for tenders No. AIB-2009-HUB-P-002 not to be opened by Keen Phillips FAO Association of Issuing Bodies</p>

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The non-compliance with these formal conditions will entail the rejection of the bids at the opening session.

5. Tenders will be opened commencing at 09.00 CET on December 16th, 2009. At the end of the opening session, the Chairman of the Tender Review Panel 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.
6. The specification, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity and the draft contract are attached.
7. Tenders must be signed by the tenderer or his duly authorised representative and perfectly legible so that there can be no doubt as to words and figures.
8. Validity period of the tender: six months as from the final date for submission of tenders mentioned under point 2 above.
9. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification, in the draft contract and, where applicable, waiver of the tenderer's own general or specific terms and conditions. The terms and conditions are binding on the tenderer to whom the contract is awarded during the performance of the contract.
10. Contact between the awarding authority and tenderers are prohibited throughout the procedure except in exceptional circumstances and under the following conditions only:

Before the closing date for submission of tenders

- At the request of the tenderer, AIB may provide additional information solely for the purpose of clarifying the nature of the contract.

Requests for additional information must be sent in writing not later than twentyone (21) calendar days before the closing date for submission of tenders to the following e-mail address:

E-mail: secgen@aib-net.org

AIB response to the requests for additional information will be distributed to all eligible tenderers no later than fourteen (14) calendar days before the closing date for submission of tenders.

- The AIB may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other material shortcoming in the text of the tender documents.
- Further information will be sent simultaneously to all tenderers, where this is appropriate. Tenderers who have downloaded the documents from the AIB website (<http://www.aib-net.org>) are invited to consult this site regularly until the deadline for submission.

After the opening of tenders

If a tender requires clarification, or if there is a need to correct material errors which have occurred in the drafting of the tender, the AIB may take the initiative and contact the tenderer(s). Such contact shall not lead to the conditions of the tender being altered in any way.

11. This invitation to tender is in no way binding on the AIB. A commitment will come about only when a contract with the successful tenderer has been signed.

Until a contract is signed, the awarding authority may decide not to award a contract or to cancel the tendering procedure, without the candidates or tenderers being entitled to claim any compensation. Where appropriate, the decision will be substantiated and brought to the attention of the tenderers.

12. Tenderers will be informed of whether their tenders have been accepted for further consideration or rejected.

Ref: **AIB-2009-HUB-P-002**

Subject: **Procurement of Hub – Invitation to Tender**

13. The follow-up of your response to the invitation to tender will require the recording and further processing of personal data (i.e. name, address, CV, etc.). This data will be processed in accordance with EU Data Protection legislation. Unless otherwise stated, replies to questions and personal data requested are necessary for the purpose of assessing your tender (according to the specifications of the invitation to tender) and will only be processed within AIB for this purpose. You may, upon request, have your personal data sent to you and rectify any inaccurate or incomplete particulars. Should you have any queries concerning the processing of your personal data, please address them to the AIB Secretariat. As regards the processing of your personal data, you have the right to bring the matter before the appropriate authorities at any time.
14. The tender review panel will, based on the selection criteria presented in this document, select a list of maximum 5 tenderers which will be invited to the final selection phase including a half-day meeting between each individual bidder and the Tender Review Panel

Yours faithfully,

(Signed)

Philip H Moody

General Secretary

Attachment I Tender Specifications

Attachment II Functional and Technical Specifications

Attachment III EECS Registration Databases (Subsidiary Document SD03 to the Principles and Rules of the European Energy Specification System)