

ECSEL/D/2021/100241  
20/09/2021

**Subject: Negotiated procedure: Invitation to Tender for the High-level Seminar on  
“Closing the digital gender gap: women’s participation in the digital economy”**

Dear Madam/Sir,

ECSEL Joint Undertaking (referred to below as the contracting authority) is planning to award the contract(s) resulting from the above procurement procedure. The procurement documents consist of:

- this invitation letter,
- the draft contract and tender specifications.

**1. Submission of request to participate/tenders.**

Economic operators interested in this contract are invited to submit a tender in one of the official languages of the European Union.

Economic operators must submit a tender exclusively by electronic mail to [ecsel-office@ecsel.europa.eu](mailto:ecsel-office@ecsel.europa.eu). The tender must be received no later than 18:00 local time on 4 October 2021 where local time shall be understood as local time at the contracting authority's location (Brussels).

A tender received after the time-limit for receipt of tenders will be rejected. The tender reception confirmation with the official date and time of receipt of the tender constitutes proof of compliance with the time-limit for receipt of tenders.

Tenders must be perfectly legible so that there can be no doubt as to words and figures.

Tenderers must ensure that their submitted tenders contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement documents.

All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

**2. Legal effects of the invitation to tender and submission of a request to participate/tender.**

This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only when the contract with the successful tenderer is signed by both parties.

Up to the point of signature, the contracting authority may cancel the procurement procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is indicated in Heading IV.2.6 of the contract notice.

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.

### **3. Contacts during the procurement procedure.**

Contacts between the contracting authority and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

#### 3.1 Submission phase (before the time-limit for receipt of tenders)

Upon request, the contracting authority may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only to [ecsel-office@ecsel.europa.eu](mailto:ecsel-office@ecsel.europa.eu).

The contracting authority is not bound to reply to requests for additional information received less than six working days before the time-limit for receipt of tenders.

The contracting authority 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 including that referred to above will be sent simultaneously to all candidates invited to tender.

#### 3.2 Opening of tenders

The contracting authority may negotiate with tenderers the tenders they have submitted, in order to adapt them to the procurement documents and in order to find the most economically advantageous tender. The minimum requirements and the criteria defined in the procurement documents are not subject to negotiation. During negotiations, equal treatment of all tenderers will be ensured. The contracting authority reserves the right not to negotiate and to award the contract on the basis of the tenders initially received.

Once the contracting authority has opened the tenders, they become its property and shall be treated confidentially.

### 3.3 Evaluation phase (after the opening of tenders)

Except in duly justified cases, tenderers who have failed to submit evidence or to make statements as required in the procurement documents, shall be contacted by the contracting authority to provide the missing information or clarify supporting documents.

The contracting authority may correct obvious clerical errors in the tender after confirmation of the correction by the tenderer. Such information, clarification or confirmation shall not substantially change the tender.

### 3.4 Award phase

Tenderers will be notified of the outcome of this procurement procedure by e-mail. The notification will be sent to the e-mail address provided in the tender for the tenderer (group leader in case of a joint tender). The same e-mail address will be used by the contracting authority for all other communications with the tenderer. It is the tenderer's responsibility to provide a valid e-mail address and to check it regularly.

## **4. Data protection**

If processing a reply to the invitation to tender involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725<sup>1</sup> of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, any personal data will be processed solely for evaluation purposes under the call for tenders by the European Commission acting as data controller. Details concerning the processing of your personal data are available in the privacy statement at: [ECSEL Joint Undertaking – Procurement Privacy Policy](#).

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, you can contact the data controller at [dpo@ecsel.europa.eu](mailto:dpo@ecsel.europa.eu) by explicitly specifying your request. The tenderer's personal data may be registered in the Early Detection and Exclusion System (EDES) if the tenderer is in one of the situations mentioned in Article 136 FR. For more information, see the [Privacy Statement](#).

## **5. Means of redress**

Tenderers may submit any observations concerning the procurement procedure to the contracting authority using the contact details under Heading I.1 of the contract notice. If tenderers believe that there is maladministration, they may lodge a complaint to the European Ombudsman within two years of the date when they become aware of the facts which form the basis for the complaint (see <http://www.ombudsman.europa.eu>).

Date and signature

  
Bert de Coninck (Sep 20, 2021 11:57 GMT+2)

<sup>1</sup> OJ L 295, 21.11.2018, p. 39

Annexes to the invitation to tender:

- Annex I – Tender specifications
- Annex II –Purchase Order

## Call for tenders

### High-level Seminar on

“Closing the digital gender gap: women’s participation in the digital economy”

### Negotiated procedure

# TENDER SPECIFICATIONS

## 1. Introduction

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- ECSEL Joint Undertaking (ECSEL JU) is a public private partnership established by Council Regulation 561/2014 which finances research projects.
- ECSEL JU is situated on Avenue de la Toison d’Or 56-60, 1060 Bruxelles, 5th floor.
- As a public private body, the ECSEL JU is not subject to VAT.

## 2. General Provisions

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This call for tenders is launched and managed by the ECSEL Joint Undertaking, referred to as the *Contracting authority* for the purposes of this call for tenders.

### 2.1. Subject

The subject of this call for tenders is the **High-level Seminar on “Closing the digital gender gap: women’s participation in the digital economy”**.

### 2.2. Description

The present COVID-19 crisis, which has revolutionised the way people and companies use ICT and other digital technologies to work and interact, has also highlighted the urgency to promote gender balance in the digital sector. Inequalities, including some causes of them, were identified decades ago, and efforts have been made to address them over the years. Nevertheless, such gender imbalance persists in science, technology, engineering and mathematics (STEM) fields generally, and in the digital sector specifically (e.g. digital technologies, Computer Science, Information Technology, Information and Communication Technology, Artificial Intelligence, Cybersecurity, etc.).

Eliminating the gender gap will boost prosperity at all levels and ensure social justice through enhanced equality between women and men. To this end, not only public authorities are asked to combat the digital gender gap: private actors are also expected to carry out targeted actions to efficiently enhance the participation and role of women in the digital economy.

The seminar shall be a hybrid event. An exchange of views between a few invitees and a moderator (physically present in a professional TV studio), will be animated by remote interventions from EC/Public Authorities and Industry representatives. A few pre-recorded contributions will be foreseen too.

The high-level seminar will take place in Brussels, a day in the week of the 29<sup>th</sup> of November 2021, (1h30 max).

The tenderer is asked to provide all of the following services:

**1) Amplify the impact of such high-level seminar by (minimum services to be performed):**

- Pre-event media coverage with a news article (on the topic of the discussion) / interview with one of the speakers;
- Promote the event through advertising (one-week-banners) and a teaser (short video or animation);
- Invite relevant audience (2 rounds);
- Provide a journalist for documenting the proceedings;
- Develop branding of the event, in collaboration with ECSEL JU.

**2) Set up and operate a professional TV Studio environment or equivalent, suitable for this event (minimum services to be performed):**

- Direction of Audio/Video;
- Support to speakers;
- Livestream the event to social media channels, including video recording of the discussions for later editing and publication online (Recording, post-production and delivery of videos of the event);
- Assure streaming to Internet with a stable Bandwidth/quality-of-service.

The financial offer shall be:

- expressed in euros. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.
- quoted free of all duties, taxes and other charges, i.e. also free of VAT.

👉 The European Union Institutions – including the ECSEL Joint Undertaking – are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union of 8 April 1965 annexed to the Treaty on the Functioning of the European Union. Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.

In case of doubt about the applicable VAT system, it is the tenderer's responsibility to contact his or her national authorities to clarify the way in which the European Union is exempt from VAT.

## 2.3 Price

ECSEL JU estimates the budget to be a **maximum of € 30 000**.

## 3. Award Criteria

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The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous tender.

Tenders will be evaluated on the basis of the following award criteria and their weighting:

1. Price - [50%]

The price considered for evaluation will be the total price of the tender, covering all the requirements set out in the tender specifications.

2. Quality - [50%]

The quality of the tender will be evaluated based on the following criteria:

- Creativity and suitability of the proposed solutions
- Customer service & quality assurance
- Time-management, quality of the proposed planning schedule.

### Minimum threshold:

Offers rated below 50% of maximum for any of the technical award criteria, will be considered to be of insufficient quality and rejected.

The contract shall be awarded to the tender ranked first, which complies with the minimum requirements specified in the procurement documents and is submitted by a tenderer having access to procurement, not in an exclusion situation and fulfilling with the selection criteria.

 <b>ECSEL JU</b> Avenue de la Toison d'Or 56/60 TO56 5/04 BE-1049 Brussels	<b>PURCHASE ORDER</b>		Number of	Date and reference
	(to be mentioned in all correspondence)		sheets	of your quote
Contact person at ECSEL: Laurence De Lessines	<b>Reference No: ECSEL-D/2021/100241</b>			
Tel.: +32 2 221 81 11	Commitment:			
Email: laurence.delessines @ecsel.europa.eu	<b>Currency of payment: EUR</b>			
<b>Contractor details:</b>				
Name:	Address	LEF	BAF	IBAN
<p><b>This purchase order is governed by ECSEL JU General conditions for low value contracts (&lt;60.000 EUR) available at: <a href="https://www.ecsel.eu/procurements">https://www.ecsel.eu/procurements</a></b>  [and by the specification sent on XX/09/2021 attached to this document]</p> <p>This purchase order constitutes acceptance of the Contractor's quote submitted on XX/09/2021 by e-mail (to the extent of its compliance with ECSEL's JU's general conditions and specifications) and is valid [for calendar days from the date of issue] [only if the delivery/performance dates stipulated below are complied with].</p> <p>By agreeing to this contract, the Contractor states that he is familiar with and accepts the ECSEL JU General Conditions and</p>				
DESCRIPTION OF THE GOODS OR SERVICES		UNIT	QUANTITY	PRICE in €
				UNIT PRICE      TOTAL
				€0
				€0
				€0
Pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the ECSEL Joint Undertaking is exempt from all taxes and dues, including value added tax, on payments due in respect of this Contract. [In Belgium, use of this Contract constitutes a request for VAT exemption. The invoice must include the following statement: "Commande destinée à l'usage officiel de l'Union européenne. Exonération de la TVA n° 450; article 42 § 3,3 du code de la TVA".]		Packaging Insurance Transport Assembly		
Reference Number for the delegation of Signature to Mr Bert De Colvenaer (From the "Service Public Federal Finances"): "LCI00000S000001"		<b>TOTAL : HTVA (VAT excl.)      0.00</b>		
Place of delivery/performance and/or Incoterm and opening h ONLINE EVENT		<b>Contractor's signature</b>		
Delivery/performance dates:		Name:		
Payment: 30 days from receipt of the invoice		Position:		
Acceptance of the quote by the ECSEL JU: Date of issue:		Date:		
Signature: Bert De Colvenaer, Executive Director				
The request for payment shall be admissible only if the Contractor returns a signed copy of this purchase order with the invoice. This Contract shall be governed by European Union law, complemented, where necessary, by Belgian law and any dispute shall be brought before the courts of Brussels.				
<b>The Purchase Order should be returned signed to Admin@ecsel.europa.eu</b> <b>Any invoice related to the present Purchase Order shall be sent to Admin@ecsel.europa.eu mentioning ECSEL reference number. Otherwise, it may not be processed.</b>				