

Brussels, 22 May 2025

**Subject: EBRAINS TENDER Provision of CONTENT MANAGEMENT SYSTEM (CMS) FOR EBRAINS WEBSITE**

Dear Madam/Sir,

EBRAINS AISBL, referred to below as *the Contracting Authority*, is planning to award the contract resulting from the above procurement procedure.

The procurement documents consist of this invitation letter, the draft contract and tender specifications with their respective annexes.

Economic operators interested in this contract are invited to submit a tender in English.

### **1. Submission of tenders.**

Tenders must be submitted exclusively via email to Katrin Amunts, EBRAINS AISBL, Joint-CEO at [katrin.amunts@ebrains.eu](mailto:katrin.amunts@ebrains.eu). Tenders submitted in any other way will be excluded.

The time-limit for receipt of tenders is 30 May 2025, 18:00 local time, which 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.

After submitting a tender, but before the deadline for receipt of tenders, a tenderer may definitively withdraw its tender, or withdraw it and replace it with a new one.

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 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 signature of the contract the contracting authority may cancel the procurement procedure without tenderers being entitled to claim any compensation. Any such decision must be substantiated and tenderers notified.

The validity period of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 3 months as from the date of submission of the tender.

Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and 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. 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>9</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 EBRAINS acting as data controller.

EBRAINS privacy statement can be found here: <https://ebrains.eu/terms/#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 [privacy@ebrains.eu](mailto:privacy@ebrains.eu) by explicitly specifying your request.

### **4. Observations.**

Tenderers may submit any observations concerning the procurement procedure to the contracting authority using the following contact detail: STEPHANIE HEYMAN, LEGAL COUNSEL, [legal@ebrains.eu](mailto:legal@ebrains.eu).

## EBRAINS letterhead

Yours faithfully,

Katrin Amunts

Joint Chief Executive Officer, EBRAINS AISBL

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Annexes to the invitation to tender:

- Annex I – Tender specifications: Part 1 Administrative and legal specifications and annexes
- Annex II – Tender specifications: Part 2 Technical specifications and annexes