



Prague, 06/12/2018

GSA/2018/OED/241550

## INVITATION TO TENDER

**Subject:** GSA/OP/12/18 "PROVISION OF FACILITY SERVICES FOR GSA HQ IN PRAGUE, CZECH REPUBLIC"

Reference to contract notice in the Official Journal: 2018/S 235-536411

Dear Sir/Madam,

1. The European GNSS Agency (hereinafter named as the "GSA") is planning to award for the services described in subject, a Multiple Framework contract in Cascade with maximum three (3) Contractors. Please find enclosed the related procurement documents: (i) Tender Specifications (Annex I) listing all the documents that must be produced in order to submit a tender, and the Draft Contract (Annex II), and their annexes.
2. Economic operators interested in this contract are hereby invited to submit a tender duly signed by their authorised representative, satisfying all the conditions of submission and presentation of tender described in detail in **section 4** of the Tender Specifications.
3. **Submission** of tenders must respect the deadline specified in **section 1.5** of the Tender Specifications.
4. Submission of a tender implies **acceptance of all the terms and conditions set out in this Invitation to Tender, in the Tender Specifications and in the Draft Contract** and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is nine (9) months from the final date for submission.
6. Contacts between the GSA and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the conditions laid down in **section 4.10** of the Tender Specifications.
7. This Invitation to Tender is in no way binding on the GSA. The GSA's contractual obligation commences only upon signature of the contract with the successful tenderer. Up to the point of signature, the GSA may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation.



Yours faithfully,

Carlo des Dorides

Executive Director

**List of annexes:**

**Annex I: Tender Specifications and its annexes:**

- Annex I.A Template Identification Sheet of the Tenderer (separate document)
- Annex I.B Template Legal Entity Form
- Annex I.C Template Financial Identification Form
- Annex I.D Template Declaration of Honour for exclusion and selection criteria and minimum requirements (separate document)
- Annex I.E Template Financial Offer relating to the Award Stage (separate document)
- Annex I.E GSA policy on the prevention and management of conflicts of interest (separate document)
- Annex I.G Template Declaration of Intent (separate document)

**Annex II: Draft Framework Contract and its annexes:**

- Annex III Model Specific Contract
- Annex IV Declaration on confidentiality and absence of conflict of interests