



Prague, 14/10/2019
GSA/2019/OED/LEG/253434

INVITATION TO TENDER

Subject: GSA/OP/15/19 "COMPLEMENTARY HEALTH INSURANCE"

Reference to contract notice in the Official Journal: 2019/S 903-493168

Dear Sir/Madam,

1. The European GNSS Agency (hereinafter named as the GSA) is planning to award the public contract referred to above. 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).
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 1.6** 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 contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the conditions described 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 relationship commences only upon signature of the contract with the successful tenderer. Up to the point of signature, the contracting authority may either abandon the



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procurement or cancel the award procedure, without candidates or tenderers being entitled to claim any compensation.

Yours faithfully,

Carlo des Dorides

Executive Director

Enc.:

Annex I - Tender Specifications with its annexes:

- Annex I.A - Template Identification Sheet of the Tenderer
- Annex I.B - Power of Attorney
- Annex I.C - Template Letter of Intent
- Annex I.D - Template Declaration of Honour
- Annex I.E - List of GSA Staff Members concerned by insurances policies (confidential) (to be provided only after signature of NDU)
- Annex I.F - JSIS reimbursement sheet (confidential) (to be provided only after signature of NDU)
- Annex I.G - Template Financial Table of Answers
- Annex I.H - Non-Disclosure Undertaking
- Annex I.I - Statement of Compliance

Annex II - Draft Contract with its annexes:

- Annex I - Statements of Compliance to the Technical terms of reference
- Annex II - Tender Specifications No GSA/OP/15/19 and their annexes
- Annex V - Draft Order Form - TEMPLATE
- Annex VI - Declaration on confidentiality and absence of conflict of interest – TEMPLATE
- Annex VII - Mitigation Plan (if applicable)