

Prague, 2/5/2014  
GSA/2014/OED/201281

**Subject: Open procurement procedure: GSA/OP/09/14 - "General ICT Support"**

**Official Journal:** 2014/S 092 - 160728

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 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. If you are interested in this contract, you should submit a tender duly signed by your 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 1.2** 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 4.9** 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 contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

Yours sincerely,



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 - Template Legal Entity Form
- Annex I.C - Template Financial Identification Form
- Annex I.D - Technical Terms of Reference
- Annex I.E - Template Declaration of Honour relating to the Exclusion Stage
- Annex I.F - Template Financial statements relating to the Selection Stage
- Annex I.G - Template for Technical and Professional Capacity requirements relating to the Selection Stage
- Annex I.H - Table for Qualitative Evaluation relating to the Award Stage
- Annex I.I - Template Financial Offer relating to the Award Stage
- Annex I.J - GSA Rules for Mission Reimbursement
- Annex I.K - Service Level Agreement
- Annex I.L - Security Convention

**Annex II- Draft Framework Service Contract**