

Brussels, 04/07/2012

INVITATION TO TENDER No. GSA/NP/05/12

Provision of Reception and Administrative Services

Dear Sir or Madam,

1. The European GNSS Agency (hereafter referred to as "GSA") is launching an invitation to tender for a service contract for the provision of Reception and Administrative Services.
2. The procedure to be followed is a negotiated procedure under Article 91.1.(d) of the Financial Regulation (EC, Euratom No 1605/2002) and Article 129.1 of the Implementing Rules (Commission Regulation (EC, Euratom) No 2342/2002).
3. The bid should be submitted via email no later than 25/07/2012 to GSA at the address: tenders@gsa.europa.eu, along with a signed original and identical hard copy to be sent by conventional mail at the following address:
European GNSS Agency
Sandrine Buard
L56 07/018
B-1049 Brussels
Belgium
4. Validity period of the tender: until 25/01/2013.
5. The candidate will be informed by GSA whether or not the bid has been accepted.
6. During the procedure, any contact concerning the tender between GSA and the tenderers is prohibited, except in the frame of potential negotiations. However, any additional information deemed necessary for preparing an adequate bid could be requested by e-mail at: tenders@gsa.europa.eu.
7. Submission of a bid implies full acceptance of the draft contract annexed to the present invitation letter (annex V).
8. The GSA may, before the contract is signed, either abandon the procurement or cancel the award procedure without the candidate being entitled to claim any compensation.