



European GNSS Supervisory Authority

The Executive Director

Brussels, 29/01/2008  
GSA/2007/D/1571

**INVITATION TO TENDER No.GSA/OP/07/07**  
**(Open Procedure)**

Dear Sir/Madam,

1. The European GNSS Supervisory Authority (GSA) is launching an invitation to tender for the procurement of Support to Galileo Standardisation and High-level Documents Management.

The invitation to tender follows the publication of a contract notice published in the OJEU S: 2008/S 30-039421

2. Tenderers who wish to submit an offer are invited to send to the Authority a bid duly signed by their authorised representative, together with three copies of their bid, strictly identical to the original bid, and one electronic copy (total: 1 original, 3 hard copies, 1 electronic copy). Bids can be submitted in three different ways:

**(a) either by registered post**

in this case the bid should be posted not later than **04/04/2008** (the stamp of the **post office** acting as proof) to the following address:

European GNSS Supervisory Authority  
Sandrine Buard (GSA/OP/07/07)  
L56 08/011  
B-1049 Brussels  
Belgium

**(b) or by hand-delivery**

in this case hand delivery should be made at the **Central Mail of the European Commission** not later than 16h00 (Brussels local time) on **04/04/2008**. Such hand delivery should be made at the following address:

European Commission  
European GNSS Supervisory Authority  
Sandrine Buard (GSA/OP/07/07)  
L56 08/011  
Rue du Bourget 1  
B-1140 Brussels (Evere)  
Belgium

A dated and signed receipt issued by an official of the Central Mail of the European Commission **has to be requested by the person delivering the bid as** proof of delivery of the bid.

**(c) or by private courier service**

in this case the bid should be 'deposited' with the Private courier service not later than **04/04/2008** (the slip issued by the private courier services acting as proof) to the following address:

European Commission  
European GNSS Supervisory Authority  
Sandrine Buard (GSA/OP/07/07)  
L56 08/011  
Rue du Bourget 1  
B-1140 Brussels (Evere)  
Belgium

**Please pay particular attention to the different post codes used for each of the delivery means as failure to respect this can lead to undelivered bids.**

3. Bids must be submitted in two envelopes, one inside the other. Both envelopes are to be sealed. The inner envelope must be marked as follows:

<p style="text-align: center;"><b>Call for tenders No. GSA/OP/07/07</b> <b><u>NOT TO BE OPENED</u></b> <b><u>BY THE INTERNAL MAIL DEPARTMENT</u></b> <b>L56 08/011</b></p>
--

If self-sealed envelopes are used, they must be closed by adhesive tape with the sender's signature written across it.

**Non-respect of these above instructions may lead to the exclusion of the bid**

4. The bids will be opened on 11/04/2008 at 10h00 (Brussels local time), in the offices of the European GNSS Supervisory Authority, 56 Rue de la Loi, 1000 – Brussels, Belgium.

This opening session will be public. A representative of each tenderer may attend to the opening of the bids. At the end of the opening session, the Chairman of the opening committee will indicate the name of the tenderers and the decision concerning the admissibility of each offer received. The prices indicated in each received bid will not be communicated. Should you wish to attend, please send a request (at least 5 days before the date of the opening) to the following e-mail address: tenders@gsa.europa.eu, indicating the name of the attending person and the tenderer he/she represents.

5. Submission of a bid implies full acceptance of the draft contract annexed to the present invitation letter (annex V).
6. The technical specifications concerning this call for tenders are annexed to the present invitation letter.
7. Validity period of the tender: until 04/10/2008.
8. Tenderers will be informed by the Authority whether or not their bids have been accepted.
9. During the procedure, any contact concerning the tender between GSA and the tenderers is prohibited. However, any additional information deemed necessary for preparing an

adequate bid could be requested at the latest 6 days prior to the deadline for submission of the bids. Such requests should be sent by e-mail to the following address: [tenders@gsa.europa.eu](mailto:tenders@gsa.europa.eu).

GSA will reply to any request for additional information in strict compliance with the equal treatment principle. Provided that they have reached GSA before the deadline, requests will be answered and be automatically published under the Procurement Section relevant to the present call to tender on the GSA webpage at the following address: <http://www.gsa.europa.eu>

Tenderers are invited to consult the 'question/answer' section under the above mentioned Procurement Section on a daily basis. The name of the requesting party will not appear on the website.

10. Public Procurement rules applying to calls for tender launched by GSA are contained in the GSA Financial Regulation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Pedro Pedreira', with a long horizontal flourish extending to the right.

Pedro Pedreira