

Prague, 22/07/2021
EUSPA/2021/LEG/263220

INVITATION TO TENDER

Subject: EUSPA/OP/22/20 – “EVENT AND EXHIBITION ORGANISATION, MATERIALS AND SUPPORT SERVICES”

Reference to Contract notice in the Official Journal: 2021/S 148-392738

Dear Sir/Madam,

1. The European Union Agency for the Space Programme (hereinafter named as the EUSPA) 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 Framework 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 tenderers 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 EUSPA. The EUSPA'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 procurement or cancel the award procedure, without candidates or tenderers being entitled to claim any compensation.

Yours faithfully,



Rodrigo da Costa
Executive Director

Enc.:

Annex I -Tender Specifications with its annexes:

- Annex I.A -Template Identification Sheet of the Tenderer
- Annex I.B - Template Declaration of Honour
- Annex I.C - Power of Attorney
- Annex I.D – Sub-contractor Letter of Intent
- Annex I.E - Financial Statements relating to the Selection Stage
- Annex I.F - Template Financial Tables of Answers
- Annex I.G - Statement of Compliance

Annex II -Draft Framework Contract with its annexes:

- Annex I - Statements of Compliance to the Technical terms of reference
- Annex II -Tender Specifications No EUSPA/OP/22/20 and their annexes
- Annex IV - Draft Specific Contract
- Annex V - Template Declaration on confidentiality and absence of conflict of interest
- Annex VII - Template Deliverable acceptance sheet
- Annex VIII – Cost declaration sheet