

Prague, 25 August 2023

EUSPA/2023/OED/LEG/WF-No. 280521

Subject: Invitation to Tender EUSPA/OP/10/23 “Galileo Reference Centre (GRC) Guarding, Security, and Safety Monitoring (GSM) Services”

Dear Sir/Madam,

1. The European Union Agency for the Space Programme (hereinafter referred to as EUSPA) is planning to award the public contract referred to above. Please find enclosed the related procurement documents: The Tender Specifications (Annex I) listing all the documents that must be produced when submitting a tender, and the Draft Contract (Annex II). The documents are available here: <https://www.euspa.europa.eu/opportunities/procurement>
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. Furthermore, the attention of economic operators is drawn to the process specified in **Section 1.8** of the Tender Specifications concerning the submission of a Non-Disclosure Undertaking; **you are strongly advised to complete this process by 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.
5. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
6. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is nine months from the final date for submission.

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. The Contracting Authority is envisaging to hold

a Due Diligence site visit for all Tenderers as further detailed in **Section 1.7** of the Tender Specifications

7. This Invitation to Tender is in no way binding on EUSPA. 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 tenderers being entitled to claim any compensation.
8. Submission of a tender implies acceptance of receiving notification of the outcome of the procedure by electronic means.

Yours faithfully,

Rodrigo da Costa

Executive Director

Enc.:

Annex I Tender Specifications (ref: EUSPA/OP/10/23) 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 Proposal Price Summary
- Annex I.G – Non-Disclosure Undertaking (NDU)
- Annex I.H – Due Diligence / Applicable Documents
- Annex I.I – Key Performance Indicators (KPI) Formulae
- Annex I.J – Criteria for assessment of participating conditions, includes three parts:
 - Part 1 – Criteria for assessment of participation conditions
 - Part 2 – Excel Spreadsheet – Declaration of Ownership and Control
 - Part 3 – Additional Information Regarding the Assessment of Participating Conditions
- Annex I.K – Template Milestone Payment Plan
- Annex I.L – Template Cost Sheets
- Annex I.M – Template for Statistical Reporting

Annex II Draft contract with its annexes:

Annex II.I – Statements of Compliance to the Technical terms of reference of [XXX] [Not attached to this ITT as the respective document of the successful Tenderer will be attached to the contract]

Annex II.II – Tender Specifications EUSPA/OP/10/23 and their annexes

Annex II.III – Contractor's Tender of [XXX] [Not attached to this ITT as the respective document of the successful Tenderer will be attached to the contract]

Annex II.IV. – Draft Specific Contract – TEMPLATE

Annex II.V. – Declaration on confidentiality and absence of Professional Conflicting Interest – TEMPLATE

Annex II.VI – Deliverable acceptance sheet – TEMPLATE

Annex II.VII. – Background IPRS List

Annex II.VIII – Foreground IPRS TEMPLATE

Annex II.IX – Statistical reporting TEMPLATE