



Prague, 12-07-2017  
GSA/2017/OED/231670

**Subject:** Invitation to Tender GSA/OP/03/17: Legal Advice and Support to the GSA (4 lots)

**Reference to contract notice in the Official Journal** 2017/S 131-267189

Dear Sir/Madam

1. The European GNSS Agency (hereinafter named as the "GSA") is planning to award four public contracts, as referred to above. Please find enclosed the related general tender specifications (Annex I) listing all the documents that must be produced in order to submit a tender, the draft contract (Annex II), and their annexes.
2. Economic operators interested in these contracts 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 general tender specifications.
3. **Submission** of tenders must respect the deadline specified in **section 1.5** of the general tender specifications.
4. Submission of a tender implies **acceptance of all the terms and conditions set out in this Invitation to Tender, in the general tender specifications, 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 months** from the final date for submission.
6. Contacts between the GSA and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the conditions laid down in section 4.10 of the general 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 GSA may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation.

Yours faithfully,

Carlo des Dorides  
Executive Director



**List of annexes:**

**Annex I: General tender specification and its annexes:**

- Annex I.1 Specific technical terms of reference
- Annex I.2 Template identification sheet of the tenderer
- Annex I.3 Template for technical answers
- Annex I.4 Template financial offer
- Annex I.5 Template Declaration of Honour for exclusion and selection criteria and minimum requirements
- Annex I.6 Template declaration of intent
- Annex I.7 GSA policy on the prevention and management of conflicts of interest
- Annex I.8 Rules on travel costs reimbursement

**Annex II: Contract:**

- Annex II.I - Model specific contract
- Annex II.IV - Template deliverable acceptance sheet
- Annex II.V - Template declaration of confidentiality and of absence of conflict of interests
- Annex II.VI - Security aspects letter