



Prague, 31 -05- 2019
GSA/2019/OED/LEG/250520

INVITATION TO TENDER

Subject: GSA/OP/28/18 "VOICE OVER IP (VOIP) TO PUBLIC SWITCHED TELEPHONE NETWORK (PSTN) SERVICES & VIDEOCONFERENCING BRIDGING SERVICES" (2 LOTS)

Reference to contract notice in the Official Journal: 2019/S 109-264163

Dear Sir/Madam,

1. The European GNSS Agency (hereinafter the GSA) is planning to award two public Contracts 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 (ii) Draft 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 1.2** 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. 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 4.9** of the Tender Specifications.



7. This Invitation to Tender is in no way binding on the GSA. The GSA'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,

 **Carlo des Dorides**
Executive Director

Enc.:

Annex I - Tender Specifications with its annexes:

- Annex I.A - Template Identification Sheet of the Tenderer (separate document)
- Annex I.B - Template Legal Entity Form
- Annex I.C - Template Financial Identification Form
- Annex I.D.1 - Template Declaration of Honour for exclusion and selection criteria and minimum requirements for Lot 1 (separate document)
- Annex I.D.2 - Template Declaration of Honour for exclusion and selection criteria and minimum requirements for Lot 2 (separate document)
- Annex I.E Template financial statements relating to the selection stage (separate document)
- Annex I.F.1 - Template Financial Offer Lot 1 (separate document)
- Annex I.F.2 - Template Financial Offer Lot 2 (separate document)
- Annex I.G - Subcontractor Letter of Intent (separate document)
- Annex I.H - Power of Attorney (separate document)
- Annex I.I - Declaration of absence of conflict of interest and of confidentiality (separate document)
- Annex I.J.1 - Template Service Level Agreement Lot 1 (separate document)
- Annex I.J.2 - Template Service Level Agreement Lot 2 (separate document)

Annex II - Draft Contract with its annexes:

Annex I	Tender Specifications
Annex II	Contractor's Tender
Annex III	Model Specific Contract - TEMPLATE
Annex IV	GSA policy on prevention and management of conflicts of interest for staff and third parties working for the GSA
Annex V	Service Level Agreement