



Prague, 12 -04- 2016  
GSA/2016/OED/LEG/219384

### INVITATION TO TENDER

**Subject: GSA/OP/37/15 INFORMATION AND COMMUNICATION SERVICES FOR THE GSA AND THE EC:**

**Lot1: Event and exhibition organisation, materials and support services**

**Lot2: Web, paper and video-based publication services, graphic design, public and media relations, print and multi-media production, editorial work and promotional items**

Reference to contract notice in the Official Journal: 2016/S-079139456

Dear Sir/Madam,

1. The European GNSS Agency (hereinafter named as the GSA) and the European Commission (hereinafter named as the EC) are planning to award the public interinstitutional contract referred to above. Please find enclosed the related procurement documents: (i) (contract notice (Annex I), (ii) Tender Specifications (Annex II) listing all the documents that must be produced in order to submit a tender, and (iii) the Draft Contract (Annex III).
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 4.6.4** of the Tender Specifications.
7. This Invitation to Tender is in no way binding on the GSA or the EC. The GSA/EC'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            Contract Notice
- Annex II            Tender Specifications with its annexes:
  - Annex II.A - Template identification sheet of the tenderer
  - Annex II.B - Template Legal Identification Form
  - Annex II.C - Template Financial Identification Form
  - Annex II.D - Template Declaration of Honour on exclusion and selection criteria
  - Annex II.E - Template economic and financial Capacity table of answers
  - Annex II.F.1 – Financial offer – Lot 1
    - Appendix 1 to Annex II.F.1 – Unit prices for Lot 1
  - Annex II.F.2 - Financial offer – Lot 2
    - Appendix 1 to Annex II.F.2 – Unit prices for Lot 2
  - Annex II.G – Template subcontractor letter of intent
- Annex III            Draft contract with its annexes:
  - Annex I – Tender specifications (left empty)
  - Annex II – Contractor's tender (left empty)
  - Annex III – Model Specific Contract
  - Annex IV – Model Order Form
  - Annex V – Declaration on confidentiality and of absence of conflict of interest
  - Annex VI – Service Level Agreement (applicable to Lot 2 only)
  - Annex VII – Mission allowances