



**EUROPEAN COMMISSION**

Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs

EU Satellite Navigation Programmes

**Director**

Brussels,

GROW/L2/DT/vw/Ares(2015)1990179

Dear Sir/Madam,

**Subject: Invitation to Tender – Call for tenders No 434/PP/GRO/RCH/15/8381**

**Ref.: Open procedure,**

**IONOSPHERE PREDICTION SERVICE**

Thank you for your interest in the above-mentioned contract. We are pleased to enclose a copy of the tendering documents.

**1. Lodging of the tender**

If you are interested, you should submit a tender in one of the official languages of the European Union.

The deadline for submission of tenders is:

**16-SEPTEMBER-2015**

Tenders may be:

- a) either sent by registered mail** (date of postmark serving as evidence of timely dispatch), to the following address:

*European Commission  
Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs  
Avenue d'Auderghem 45  
B-1049 Brussels, Belgium*

*Invitation to tender No: 434/PP/GRO/RCH/15/8381  
GROW.J2  
Office address: BREY 07/285*

**b) or sent by courier services** (date of deposit slip serving as evidence of timely dispatch), to the address below,

**c) or delivered by hand**, in person or by an authorised representative (date of acknowledgement of receipt by the Commission serving as evidence of timely delivery) to the following address:

*Service central de réception du courrier  
Avenue du Bourget, 1-3  
B-1140 Bruxelles, Belgique*

***The envelope should bear the above-mentioned address***

*How to reach avenue du Bourget 1-3 :*

[http://ec.europa.eu/growth/contracts-grants/calls-for-tenders/about-our-tenders/index\\_en.htm](http://ec.europa.eu/growth/contracts-grants/calls-for-tenders/about-our-tenders/index_en.htm)

In case of hand-delivery, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Friday; it is closed on Saturdays, Sundays and Commission holidays.

Please note that for security reasons hand deliveries (including courier services) are not accepted in other Commission buildings.

## **2. Presentation of the tender**

The tender must be submitted, **in triplicate (+ one CD/DVD/USB)**, under double sealed cover.

The inner envelope should be addressed to the department indicated in a) and marked "**Invitation to tender 434/PP/GRO/RCH/15/8381**" and "**Not to be opened by the internal mail service**".

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

Tenders must be drawn up following the instructions and using the model forms in the specifications. These specifications and the draft contract are attached to this invitation to tender. The specifications list all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity.

For further modalities on drafting your tender, please refer to section 4 of the tender specifications attached.

### **3. Acceptance of terms and conditions**

Submission of a tender implies acceptance of the terms and conditions set out in this invitation to tender, in the specifications and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

Please refer to section 3.3 of the attached tender specifications for further information.

### **4. Period of validity of the tender**

The offer must remain valid for a period of **8 months** following the final date for submitting tenders (see in 1. above). During this period, the tenderer may not modify the terms of his tender in any respect.

### **5. Contact between the tenderers and the Commission**

Contacts between the Commission and the tenderers may take place only under exceptional circumstances. Please refer to section 3.2 of the attached tender specifications for further details.

### **6. Other provisions**

This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation 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 the tenderers being entitled to claim any compensation.

We look forward to receiving your tender.

Yours sincerely,

Matthias Petschke

*(e-signed)*

Annex: Tendering documents including technical specifications and draft contract