



OFFICE FOR HARMONIZATION IN THE INTERNAL MARKET
(TRADE MARKS AND DESIGNS)

INVITATION TO TENDER OHIM N° AO/004/15

Provision of services for the Production of animated videos for the Office for Harmonization in the Internal Market (OHIM) for Trade Marks and Designs

ANIM

INVITATION TO TENDER

The Office for Harmonization in the Internal Market (OHIM) is planning to award a public contract for Production of animated videos.

The production of animated videos is needed as a support for the communication activities of OHIM.

This invitation to tender contains the following documents:

- Annex I : Tender specifications
- Annex II : Technical specifications
- Annex III : Draft (framework) contract
- Annex IV : General Terms and Conditions of OHIM
- Annex V : Standard Reply Form (SRF)
- Guidebook for tenderers
- Integrated management systems policy

This invitation to tender is in no way binding on OHIM. OHIM's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, OHIM may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

Submission of a tender implies acceptance of the terms and conditions set out in this invitation to tender, including its annexes. We draw your attention on article 22 – Checks and Audits - of the General Terms and Conditions applicable for Tendering and Contracts with the Office.

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Once OHIM has opened a tender, the document shall become property of OHIM and it shall be treated confidentially.

Tenderers will be informed of any decisions concerning their tender and of the outcome of this procurement procedure.

All documentation and information concerning this invitation to tender will be made available on the e-tendering's website at:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=942>

Thank you for the interest you have shown in the Office and we hope that you will reapply in the future.

Yours faithfully,

The Contracting Authority