



EUROPEAN COMMISSION

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

EU Satellite Navigation Programmes

Brussels, **210616**
GROW/J2/KH/am Ares(2016)6318884

Subject: Restricted procedure No 535/PP/GRO/SAT/16/9273,

Ref.: Restricted procedure,

Provision of services for analysis of security topics concerning Global Navigation Satellite Systems (GNSS)

Dear Sir/Madam,

Thank you for your interest in the above-mentioned contract. We are pleased to enclose a copy of the procurement documents, consisting of the contract notice published in the Official Journal, this invitation letter, and the descriptive documentation necessary for the first phase of the restricted procedure, the selection of suitable candidates.

The contracting authority has chosen to award the contract at stake by conducting a restricted procedure in two phases, as follows:

- A. Selection of the candidates that will be invited to submit their tenders;
- B. Evaluation of the tenders submitted against the award criteria by the selected candidates and award of the contract to the best ranking tenderer on the merit list.

1. Lodging of the candidature

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

The deadline for submission of candidature is:

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|---------------------------|
| 25 – August – 2016 |
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Candidatures may be:

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

*European Commission
Internal Market, Industry, Entrepreneurship and SME's Directorate-General
Restricted procedure No: 535/PP/GRO/SAT/16/9273
EU Satellite Navigation Programmes, Unit J2
Office address: Avenue d' Auderghem 45, office 7/289
B-1049 Brussels, Belgium*

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 following address:

*European Commission
Internal Market, Industry, Entrepreneurship and SME's Directorate-General
Restricted Procedure No: 535/PP/GRO/SAT/16/9273
EU Satellite Navigation Programmes, Unit J2
Office address: Avenue d' Auderghem 45, office 7/289
B-1049 Brussels, Belgium*

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

The candidature must be submitted, **in triplicate**, under double sealed cover.

The external wrapping shall bear the following information:

*European Commission
Internal Market, Industry, Entrepreneurship and SME's Directorate-General*

*Restricted Procedure No: 535/PP/GRO/SAT/16/9273
EU Satellite Navigation Programmes, Unit J2
Office address: Avenue d' Auderghem 45, office 7/289
B-1049 Brussels, Belgium*

The inner envelope should be addressed to the department indicated in a) and marked "**Call for Tenders 535/PP/GRO/SAT/16/9273**" and "**Not to be opened by the internal mail service**". The containing box/wrapping should bear the following label:

*European Commission
Internal Market, Industry, Entrepreneurship and SME's Directorate-General
Restricted Procedure No: 535/PP/GRO/SAT/16/9273
EU Satellite Navigation Programmes, Unit J2
Office address: Avenue d' Auderghem 45, office 7/289
B-1049 Brussels, Belgium*

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

Candidatures must be drawn up following the instructions and using the model forms in the specifications. The specifications list all the documents that must be produced in the first phase of the restricted procedure.

For further modalities on drafting your candidature, 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.

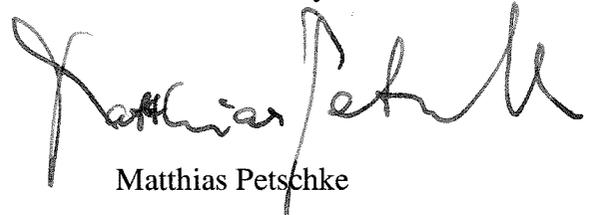
Up to the point of contract signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates / tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.

You may submit any observations concerning the procurement procedure to the contracting authority using the contact means under point 1.1 of the contract notice. If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>).

Within two months of notice of the award decision, you may launch an action for annulment of the award decision. Any request you may make and any reply from us, or any complaint for maladministration, will have neither the purpose nor the effect of suspending the time-limit for launching an action for annulment or to open a new period for launching an action for annulment. The body responsible for hearing annulment procedures is indicated in Section VI.4.1 of the contract notice.

We look forward to receiving your candidature.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Matthias Petschke', written in a cursive style.

Matthias Petschke

Annex: Tendering documents including technical specifications and draft contract