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Directorate-General for Infrastructure and Logistics

Directorate C - Resources

L-2929 Luxembourg

CONTRACTS AND PROCUREMENT UNIT

## **LETTER OF INVITATION TO SUBMIT A TENDER**

**INVITATION TO TENDER No 06B30/2017/M004**

**Supply of promotional objects**

**Open procedure**

**Subject: - Tender procedure 06B30/2016/M024  
Supply of promotional objects**

Dear Sir or Madam,

The European Parliament is planning to award a public contract for the supply of promotional objects for use as part of the events and functions which it organises at its places of work in Brussels, Luxembourg and Strasbourg.

The maximum duration of the contract will be 48 months from the date on which the framework contract is signed.

Please find enclosed the tender documents relating to this contract, which provide the information you will require should you decide to submit a tender. Those documents are as follows:

- this invitation to tender, which sets out the information needed in order to participate;
- the conditions for submitting a tender;
- the specifications and the annexes thereto, providing detailed information on the subject of the contract, the technical specifications, the exclusion, selection and award criteria, and the supporting documents and annexes which you must submit with your tender;
- the model contract and the annexes thereto.

If you are interested in taking part in this tender procedure, please submit a tender in one of the European Union's official languages before the closing date given in this invitation.

You are reminded that all contact between tenderers and the European Parliament is prohibited throughout the procedure, save in the following exceptional circumstances:

Prior to the closing date for submission of tenders:

- ***On the initiative of tenderers***, in order to receive additional information for the sole purpose of clarifying the nature of the contract. To obtain additional information about this invitation to tender, you may submit questions in writing by **21 April 2017** via the following website:

<https://etendering.ted.europa.eu>

quoting the reference number of the procedure: **06B30/2017/M004**

The questions received and the corresponding answers will be sent via the same website.

The European Parliament will not respond to oral questions, questions submitted after the above deadline, or questions which are incorrectly worded or addressed.

The answers will be accessible via the above-mentioned website to all tenderers simultaneously and will only be written in French.

- ***On the initiative of the European Parliament***, if its departments discover an error, an inaccuracy, an omission or any other material shortcoming in the wording of the contract notice, the invitation to submit a tender or the specifications.

If appropriate, the additional information and the information referred to above will be communicated on the same date and on strictly identical terms to all the tenderers through the above-mentioned website. **Please consult the website regularly.**

After the tenders have been opened and on the European Parliament's initiative:

If the tender gives rise to requests for explanations, or with a view to correcting material errors in the wording of the tender, the European Parliament will contact the tenderer. **Any such contact may not result in the terms of the tender being modified.**

*Contracts and Procurements Unit*