**Annex VIII: Label to be affixed to the outer and inner envelopes when a tender is sent**

**To be used and completed to help ensure that the tender is sent to the relevant department at the European Parliament**

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European Parliament

Official Mail Unit

*(Attn: DG COMM Finance Unit)*

Altiero Spinelli Building, Office 00F256

B-1047 Brussels

**INVITATION TO TENDER COMM/DG/AWD/2018/100**

**NOT TO BE OPENED BY THE MAIL UNIT OR ANY UNAUTHORISED PERSON**

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In the case of several packages or envelopes: make copies of the label and repeat the operation