EUROPEAN DEFENCE AGENCY

Deputy Chief Executive

Ref.: EDAC201809011 Brussels, 12/10/2018

Subject: Call for tenders 18.ESI.OP.301 "Update or development of the Strategic Research Agendas"

Dear Sir/Madam,

The European Defence Agency hereby invites you to submit a tender in response to the above-mentioned call for tenders for the award of a public contract.

The tender documents, constituting this call for tenders, include the present invitation to tender, the tender specifications and the draft contract. These documents have been drawn up in compliance with the Financial Rules applicable to the European Defence Agency.

The attached tender specifications include three sections. Section **1** lays down the technical specifications which provide a comprehensive description of the characteristics of the sought services and/or supplies.

Section **2** provides details about the contractual terms and conditions applicable to the provision of the required services and/or supplies. The draft contract is included in annex to the Tender specifications.

Section **3** gives a comprehensive overview of this procurement procedure and specifies inter alia the rules governing the presentation and the submission of tenders as well as the rules governing contacts between the Contracting Authority and tenderers. Furthermore, it specifies the period during which tenders are to remain valid, the eligibility, exclusion, selection and award criteria applicable to the present procedure.

Submission of a tender implies acceptance of the terms and conditions set out in the tender documents and this submission binds the contractor to whom the contract is awarded for the duration of the contract. Submission of a tender also implies acceptance of receiving notification of the outcome of the procedure by electronic means.

You may submit any observations concerning the procurement procedure to the contracting authority by email at procurement@eda.europa.eu. 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.

If you considered applying to this call for tenders but finally decided not to do so, your feedback and reasoning for such a decision would be very much appreciated. You should address your feedback to procurement@eda.europa.eu. Please note that your comments will be kept strictly confidential. They will only be used for the purpose of improving future EDA calls for tenders and will not affect any future participation.

We look forward to receiving your tender.

Yours faithfully,

Signed on 12/10/2018
Olli RUUTU

Annex: Tender specifications including technical specifications and draft framework contract