INVITATION TO TENDER

You are hereby invited to submit a tender in response to the call for tender **15.ESI.OP.029** "**Support to the implementation of the supply chain action plan"**.

1. The purpose of this call for tender and the information necessary for tendering are detailed in the attached Tendering Specifications.

    Please note however the following important points concerning the submission of a tender and its implications.

2. Tenders are to be sent to the following address:

    > **Contracting Unit**
    > **European Defence Agency**
    > **Rue des Drapiers 17-23**
    > **B-1050 Brussels, Belgium**

    Submission of tenders must respect the deadline specified in Section **1.2 Timetable** of the attached Tendering Specifications.

    Tenders shall be submitted either:

    - by registered post, or;
    - by hand-delivery to the premises of the Agency, by the tenderer in person or by an agent, including courier service.

    In either case, **the deadline for submission shall be considered to be the date of receipt by the Agency of the tender.** Tenders not received by the prescribed deadline shall be discarded.

    Please note that EDA opening hours are as follows:

    From Monday to Friday (except for EDA holidays) between 09h00 -12h00 and 14h00-17h00.

    Please inform EDA whether you intend to submit a tender, sending an e-mail at the following e-mail address:

    > procurement@eda.europa.eu

3. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are legible so that there can be no doubt as to words and figures.

4. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications and in the draft service contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions.

5. The opening of tenders will take place at EDA premises at the date and the time specified at point **1.2 Timetable** of the attached Tender Specifications. Each tenderer may be represented at the opening of tenders by one person. The name of the person attending the opening must be notified in writing either by **e-mail** at the address indicated above, at least five working days prior to the opening session. The participation of the tenderers' representatives will be restricted to an observer role.

6. This invitation to tender is in no way binding on EDA. The Agency's contractual obligation commences only upon signature of the contract with the successful Tenderer.

7. Up to the point of signature, EDA may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation.

8. EDA retains ownership of all tenders received under this tendering procedure. Consequently the tenderers have no right to have their tenders returned to them.

9. All costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

10. **All tenderers will be informed of the outcome of this procedure by e-mail. It is the tenderer's responsibility to provide a valid e-mail address together with their contact details in their tender and to check their e-mail regularly.**

11. Processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by EDA. Details concerning the processing of your personal data are available on the privacy statement at: http://www.eda.europa.eu/docs/default-source/procurement/privacy-statement.pdf

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