# ANNEX V - INVITATION TO TENDER FORM

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| INVITATION TO TENDER: | EASA.2022.CEI.09 |
| LIST: |  |
| SUB-LIST: |  |
| TRAINING/LEARNING TITLE: |  |

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| 1. **BACKGROUND AND OBJECTIVES** | | | |
| [Where necessary any relevant information to ensure candidate’s understanding of the context, key objectives of the action and target results.] | | | |
| **Services required:** | | Comprehensive & clear definition of the requested learning action: i.e.:  Key topics,  Expected objectives to reach,  Requested delivery methods,  Target audience,  Expected duration of the learning initiative,  Instructor-experts’ requested minimum qualifications and experience, etc. | |
| **Additional information if available** | | If not identified above, list the expected deliverables (specific equipment/learning materials/licences, reporting, etc) | |
| **CONTRACT DURATION** | | Services shall begin upon contract signature. All services shall be delivered by <deadline>. | |
| **PLACE OF DELIVERY/EXECUTION** | | [Remote delivery or EASA’s premises in Cologne, Germany]/[or the contractor’s premises or any other appropriate premises] | |
| **Optional [TBD]** | | Any information on limitations, pre-conditions or circumstances, e.g. time constraints, delivery restrictions, etc.  If available, information regarding maximum budget ceiling for the services requested that the Agency may establish. | |
| 1. **YOUR OFFER** | | | |
| **[TECHNICAL][DESCRIPTIVE] PART** | | The offer should provide a clear overview of the services proposed in response to this invitation, including, where applicable, evidence/confirmation of their compliance with the Service Required/ minimum quality requirements.  In case of sub-contracting, the activities to be performed by the proposed sub-contractor should be specified in the offer, accompanied by annex III of the CEI duly dated and signed.  Any other info/topic needed | |
| **FINANCIAL PART** | | * **Global price** in EURO without VAT, including all expenses necessary to perform the contract. No further reimbursements shall be made. * The price quoted is fixed and shall be subject to NO revision. * All costs incurred in preparing and submitting tenders shall be borne by the tenderers and cannot be reimbursed. * Prices must be quoted free of any duties, taxes (such as VAT) and/or other charges, as EASA is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities. * The Agency may establish a maximum ceiling for the services requested. | |
| 1. **TIMETABLE AND ADMINISTRATION:** | | | |
| **DEADLINE TO SUBMIT OFFER** | | [Date and time] (offers submitted after the deadline will be rejected). | |
| **DEADLINE FOR REQUESTS FOR CLARIFICATION:** | | [Date] | |
| **E-MAIL ADDRESS TO SUBMIT CLARIFICATION REQUESTS AND OFFERS:** | | [tbd] | |
| 1. **AWARD OF THE CONTRACT** | | | |
| The contract shall be awarded to the tenderer submitting the best-value-for-money (best price-quality ratio), applying the criteria specified in the grid below. Specific award criteria might be further defined dependent on the type of request/Invitation to tender | | | |
| **NO** | **AWARD CRITERIA** | | **MAX POINTS** |
| 1 | The content of the tenderer’s technical offer should be drafted with reference to and shall be evaluated in line with the following criteria:   * Pertinence of the proposed training/learning solution to deliver the services requested in the Invitation to Tender (Background & Objectives) | | **60\*** |
| 2 | **PRICE:**  The financial evaluation will be made on the basis of the price offered, and applying the formula specified below:  **<Financial Score for Tenderer X = <X>\*(Cheapest Price from all Candidates / Price of Candidate X>** | | **40** |
| **TOTAL** | | | **100** |
| 1. **PURCHASE CONDITIONS** | | | |
| **CONTRACTUAL PROVISIONS** | | By submitting your offer, please bear in mind the provisions of the draft contract (purchase order) and the general terms & conditions applicable to low value contracts of the Agency (see Annex I)  \*Tenderers shall include in their technical offer observations or propose special conditions in the Offer. These shall be clearly identified and justified and will be assessed by EASA as to their acceptability. In absence of such information, the general and special conditions (if any) shall be deemed accepted by the tenderer. | |
| **PAYMENT FORMALITIES** | | [Upon signature or the contract/PO by both parties]  [Upon satisfactory delivery of the services, subject to EASA approval]  Interim payment might be also granted | |
| **DISCLAIMER**: Please note that this request does not constitute any commitment on the part of EASA to purchase the services subject to this invitation. | | | |