

INVITATION TO TENDER

EASA.2010.OP.13

SAMPLE III: Contribution to aircraft engines PM certification requirement and standard

Dear Sir/Madam,

1. I enclose the call for tenders relating to the above-mentioned contract.

The purpose of this tender and additional information necessary to present a tender can be found in the attached Tender Specifications.

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

2. Please be advised that the European Aviation Safety Agency has both a postal address and a physical address:

Tenders sent by post mail are to be sent to the following postal address:

**Procurement and Contracts Section
European Aviation Safety Agency - EASA
Finance & Business Services Directorate
Postfach 10 12 53
D-50452 Köln, Deutschland**

Tenders sent by Express mail, commercial courier or hand-delivered should be addressed to the following physical address:

**Procurement and Contracts Section
European Aviation Safety Agency - EASA
Finance & Business Services Directorate
Ottoplatz 1
D-50679 Köln-Deutz, Deutschland**

Submission of tenders must respect the deadline specified at point **1.2 Timetable** of the attached Tender Specifications.

In case of tenders sent by post or by courier, the evidence shall be constituted by the date of dispatch, the postmark or the date of the deposit slip.

In case of tenders delivered by hand, a receipt must be obtained as proof of submission, signed and dated by the person who took delivery at EASA's Reception desk.

Please note that EASA's Reception desk is opened 24h a day, including Saturdays, Sundays and legal holidays.

Please inform EASA whether you intend to submit a tender, by writing to the address indicated above or sending an e-mail at the following e-mail addresses:


tenders@easa.europa.eu

and

Erika.herms@easa.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. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
5. The opening of tenders will take place at EASA 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 fax (**Fax no. +49-221 89 99 09 99**) or by e-mail (tenders@easa.europa.eu and Erika.herms@easa.europa.eu) 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 EASA. EASA's contractual relationship commences only upon signature of the contract with the successful Tenderer.
7. Up to the point of signature, EASA may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
8. EASA 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 in writing of the results of this tender procedure.

Yours sincerely,



05-08-2010

Date and signature

On behalf of the Executive Director

Luc Vanheel, Finance and Business
Services Director, Authorising Officer

Attached: Tender Specifications