

**ANNEX V
- INVITATION TO TENDER FORM -**

INVITATION TO TENDER:	EASA.2021.CEI.21.XX
SUB-LIST:	
TITLE:	

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 and precise definition of the subject of the contract, list of tasks / services required, etc.]
Optional [DELIVERABLES/REPORTING]	If not identified above, list the expected deliverables (including reports where necessary), i.e. reports, presentations, results;
CONTRACT DURATION	[Option 1: The duration of the direct contract shall not exceed <XX days/months> from contract signature.] [Option 2: Services shall begin upon contract signature, all services shall be delivered by <deadline>.]
PLACE OF DELIVERY/EXECUTION	[EASA’s premises in Cologne, Germany]/[the contractor’s premises]
BUDGET	[The quoted price is expected to be in line with the prices offered in the market for the provision of similar services and to reflect overall good value for money] [The budget for this purchase shall not exceed xxx.xxx,xx EUR]
Optional MINIMUM QUALITY REQUIREMENTS	Any minimum standards expected the services/deliverables to present
Optional [TBD]	Any information on limitations, pre-conditions or circumstances, e.g. time constraints, delivery restrictions, etc.

2. YOUR OFFER

[TECHNICAL][DESCRIPTIVE] PART	The offer should provide a clear overview of the services/supplies proposed in response to this invitation, including, where applicable, evidence/confirmation of their compliance with the 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 in the technical part
FINANCIAL PART	<ul style="list-style-type: none"> ➤ 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.	
3. 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]	
4. 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.		
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: <ul style="list-style-type: none"> - Pertinence of the proposed activities to achieve results of the tasks - Tasks to be performed and deliverables correspond to the Invitation to Tender 	<X>*
2	PRICE: The financial evaluation will be made on the basis of the price offered, using the template in Annex II – Model Financial Offer , and applying the formula specified below: <Financial Score for Tenderer X = <X>*(Cheapest Price from all Candidates / Price of Candidate X	<X>
TOTAL		100
[*Only candidates scoring at least <X/X> points or more in criteria 1 – technical quality will have their financial offer evaluated.]		
5. 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) Optional [Additional special contractual conditions:]	
PAYMENT FORMALITIES	[Upon satisfactory completion of the services, subject to EASA approval] [Upon signature or the contract/PO by both parties]	
DISCLAIMER: Please note that this request does not constitute any commitment on the part of EASA to purchase the services subject to this invitation.		