

Invitation to Tender No. EMSA/OP/32/2019

(Open Procedure)

Telecommunications services Lot 1 - Data Communications and Lot 2 – Voice Communications

Dear Sir/Madam,

1. The European Maritime Safety Agency (EMSA) is planning to award the public contract referred to above. The procurement documents consist of this Invitation, the Tender Specifications with its appendix(s), and the draft contract.

Tenderers who wish to submit an offer are requested to submit it electronically via the e-Submission application available from the TED e-Tendering website, in one of the official languages of the European Union, preferable in English (the working language of EMSA), no later than 13/01/2020, at 16:00 hrs CET/CEST time. Tenders submitted in any other way (e.g. e-mail or by letter) will be disregarded.

2. In order to access the e-Submission application, please refer to the instructions under point 12 of the Tender specifications and Appendix I – *E-Submission Guidelines* attached to the Tender Specifications.
3. Once all information and documents have been encoded and uploaded in the e-Submission application a Tender Preparation Report (the Tender Report) shall be generated by the application.

The Tender Report shall be hand signed before uploading into the e-Submission application together with your tender for final submission. For more details refer Appendix I – *E-Submission Guidelines* attached to the Tender specifications. A scan version of the Tender Report shall also be sent to EMSA via the dedicated e-mail address.

4. Tenders must be signed by a duly authorised representative of the tenderer (Tender Report must be hand signed and a scanned copy sent to the dedicated e-mail address) and perfectly legible so that there can be no doubt as to the words and figures therein contained.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect shall be until 30/06/2020.
6. The tenders received electronically will be opened at 11:00 (CET/CEST time), which is at 10:00 (Lisbon time) on 15/01/2020, in the offices of the European Maritime Safety Agency, Praça Europa 4, 1249-206 LISBOA, Portugal.

This opening session will be public and a representative of each tenderer may attend the opening of the tenders. At the end of the opening session, the Opening Committee will indicate the name of the tenderers and the decision concerning the admissibility of each offer received. The prices indicated in each received tender will not be communicated. Should you wish to attend, please send a request (at least five calendar days before the date of the opening) to the following dedicated e-mail address: OPEN322019@emsa.europa.eu indicating the name of the attending person and the tenderer they represent. In order to be allowed to the opening session, the attendees should present their tender receipt confirmation