

## INVITATION TO TENDER (COMPETITIVE NEGOTIATED PROCEDURE)

GG/CS/BA/43

Malta, 20 April 2020

Dear Sir/Madam,

The Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) is launching an invitation to tender for the provision of travel and conference services to the Centre.

In this regard, you are invited to submit your tender duly signed by an authorised official of your company/organization and must be perfectly legible so that there can be no doubt as to words and figures. Cost quotations shall be in EURO, and only quotations in EURO will be accepted. Your offer must be valid for 150 days from the date of closure of this tender.

This tender is composed of:

- Acknowledgment of Receipt
- Invitation to Tender
- Tender Document

Tenders should be submitted to [procurement@rempec.org](mailto:procurement@rempec.org), by not later than **10 May 2020, midnight (Malta time)**. Late or incomplete submissions will not be considered.

Bids that do not comply with the conditions outlined in the tender document will be rejected at the opening session.

Please note that all expenses incurred in the preparation of the bid shall be borne by the Bidder, and that services procured by REMPEC are normally exempt from all taxes and customs duties or value-added tax.

Submission of a bid implies full acceptance of REMPEC's terms of conditions referred in paragraph 20 of the Annex to the Tender document.

The REMPEC Procurement Selection Committee will open the bids and proceed with the selection of the most appropriate offer between 11 and 15 May 2020.

Tenderers will be informed by REMPEC whether their bid has been accepted or declined. Any information deemed necessary for preparing an adequate bid could be requested by not later than **30 April 2020 at noon (Malta time)** as laid down in article 5.2 of the Call for tender.

Finally, we would appreciate if you could kindly return to REMPEC the enclosed "acknowledgement of receipt" form as soon as you receive this letter.

We thank you for your interest and look forward to hearing from you.

Yours sincerely,

Gabino Gonzalez Deogracia  
Head of Office  
REMPEC



Enc.

1. Call for tender
2. Acknowledgment Receipt Form