



European Medicines Agency

London, 28 June 2006
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Direct Line +44 (0) 20 7418 7120

Mr Thomas Lönngren
Executive Director
European Medicines Agency (EMA)
7 Westferry Circus
Canary Wharf
London E14 4HB
United Kingdom

Dear Madam/Sir

Subject: Open Invitation to Tender – EMEA/2006/32/DIR
External Members of EMA's Audit Advisory Committee
Advertised in OJEU S120 of 28 of June 2006

1. Please find enclosed the tender documents relating to the above-mentioned invitation to tender.
2. If you are interested in participating in this tender, please submit a tender in three copies (one original, clearly marked, and two copies) to the following address:

Ms Elisabeth Braun
Integrated Quality Management/Audit
EMA
7 Westferry Circus
Canary Wharf
London E14 4HB
United Kingdom

3. Tenders must be submitted in one of the following ways:
 - Either by **registered post or by courier service**, dispatched no later than 7 August 2006, the postmark or the date of the deposit slip with the courier service serving as proof of posting date/time.
 - **Or by hand delivery** to EMA no later than 1200H on 7 August 2006, directly or by a representative of the tenderer.

In the case where deliveries are effected by hand, the deadline to be respected shall be the date and time of **delivery** cited above and not the date of transmission/deposition by the tenderer to its representative. The said delivery must be effected against a dated and signed receipt given by a member of staff of EMA.

- Please note that in the case of delivery by hand or by courier service, the envelope should be addressed as in point 2 above but delivery must be made to the following address:

7 Westferry Circus, Canary Wharf, London, E14 4HB, UK
Tel. (44-20) 74 18 84 00 Fax (44-20) 74 18 86 60
E-mail: mail@emea.eu.int www.emea.eu.int

EMEA
1-7 Westferry Loading Bay
Ontario Way
Canary Wharf
London, E14 4HB

4. Tenders must be submitted in two envelopes, which are sealed. The following must be written on the inside envelope, in addition to the name and address as given in point 2 above:

**Invitation to Tender for External Members of EMEA's
Audit Advisory Committee
EMEA/2006/32/DIR**

Tender from (name)

**NOT TO BE OPENED BY THE INTERNAL
MAIL SERVICE**

If self-sealing envelopes are used, they must be sealed with tape UNDER which the tenderer will sign.

5. The technical specifications for this tender as well as the draft contract are attached to this invitation to tender letter. The technical specifications indicate clearly which documents are required to submit a tender as well as the supporting documents which must be enclosed.
6. All tenders must:
- Be signed by the tenderer.
 - Be perfectly legible in order to avoid any doubt about terms and/or figures included.
7. All tenders submitted must be valid for a period of six months from the closing date for receipt of tenders.
8. The submission of a tender in response to this invitation to tender automatically implies the tenderer's acceptance of the terms and conditions stipulated in the invitation to tender, the current technical specifications and annexes including the draft contract. It also implies that the tenderer renounces his own terms and conditions. This applies during the tender procedure and also after contract award.
9. Contacts between EMEA and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tender:

At the request of the tenderer, EMEA may provide additional information solely for the purpose of clarifying the nature of the contract. Should a tenderer have a question, this should be submitted in writing (by letter, fax or by e-mail) to:

Ms Elisabeth Braun
EMEA
7 Westferry Circus
Canary Wharf
London E14 4HB
United Kingdom
E-mail: elisabeth.braun@emea.eu.int

Requests for additional information received less than six calendar days before the closing date for submission of tenders will not be processed for practical reasons.

EMEA may also, at its own instance, inform tenderers of any error, inaccuracy, omission or other clerical error in the text of the contract notice, invitation to tender letter or technical specifications and their annexes.

Any additional information including that referred to above will be made available in an identical manner simultaneously to all tenderers by publication on EMEA's external website.

After the opening of tenders

If clarification is required or if obvious clerical errors in the tender need to be corrected, EMEA may contact the tenderer provided the terms of the tender are not modified as a result.

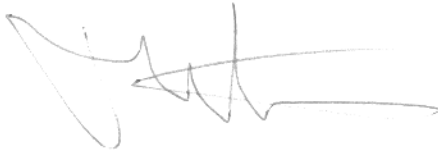
10. This invitation to tender does not constitute any contractual obligation on the part of EMEA. Such an obligation only commences upon signature of a contract with the successful tenderer.

EMEA may, until the contract is signed, cancel the tender procedure without any compensation to tenderers. In such a situation a decision to cancel would be notified to all tenderers.

11. Tenders will be opened at EMEA's premises on 15 August 2006. One representative per tenderer is permitted to be present at the opening of the tenders. The name of any such representative is to be notified in advance in writing to EMEA to the address given in point 2 of this letter.

12. All tenderers will be informed of the outcome of their tender.

Yours faithfully



Thomas Lönngren
Executive Director
European Medicines Agency (EMA)

Enc: Technical Specifications