



European Medicines Agency

London, 29 August 2006
Doc. Ref.: EMEA/3525/04/5736
Direct Line (44-20) 7418 8514

Open invitation to tender letter

Dear Madam/Sir

Subject: Open Invitation to Tender – EMEA/2006/35/ACC
Banking Services for EMEA
Advertised in OJEU S163 of 29/08/06

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) and one copy on CD-ROM to the following address:

Mr Jagdish Parmar
Accounting Sector
EMEA
Procurement Procedure – Reference: EMEA/2006/35/ACC
7 Westferry Circus
Canary Wharf
London E14 4HB

Please note that no tender submission may be made by electronic mail. Such submission would lead to immediate disqualification from the tender procedure.

3. Tenders must be submitted in one of the following ways:
 - Either by **registered post or by courier service**, dispatched no later than 10 October 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 EMEA no later than 1200H on 10 October 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 EMEA.

- 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:

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

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

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:

TENDER
Procurement Procedure – Reference: EMEA2006/35/ACC
Attn Accounting Sector

NOT TO BE OPENED BY
THE INTERNAL MAIL SERVICE

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

Boxes may be used instead of envelopes if the size or weight of the tender so requires.

Any financial element (including costing sheet) must be submitted in separate binders or folders, which must be clearly labelled. Information relating to this element should be given nowhere else in the tender.

If an electronic copy of any elements has been requested, these should be provided on separate hard supports (eg diskette, CD-ROM). No submission may be made by e-mail.

4. 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.
5. All tenders must:
- Be signed by the tenderer or his authorised representative.
 - Be perfectly legible in order to avoid any doubt about terms and/or figures included.
 - Include the completed technical and financial proposal forms in Annex IV and the other documents indicated in the technical specifications (points 13 and 14).
6. All tenders submitted must be valid for a period of twelve months from the closing date for receipt of tenders during which the tenderer may not modify the terms of the tender in any respect.
7. 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 is binding on the tenderer to whom the contract is awarded for the duration of the contract.
8. 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:

Mr Jagdish Parmar
Accounting Sector
EMEA
7 Westferry Circus
Canary Wharf
London E14 4HB
Fax: 00 44 20 7418 8690
E-mail: jagdish.parmar@emea.eu.int

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

EMEA may also, on its own initiative, 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.

After the opening of tenders

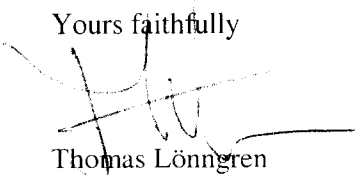
If clarification is required or if obvious clerical errors in the tender need to be corrected, EMEA may contact the tenderer provided the terms of the tender are not modified as a result.

9. Short-listed tenderers will be required to give a presentation to the Evaluation Committee and this will be a mandatory requirement of this tender. Please see point 14 of the Technical Specifications for more details.
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, withdraw from the contract or cancel the procurement 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 20 October 2006 at 1100H. 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.
13. I inform you that EMEA has published a Guidebook for Tenderers which may be downloaded from its external website at <http://www.emea.eu.int/contracts.htm>.

Yours faithfully



Thomas Lönngren
Executive Director

Enc: Technical Specifications and draft contract