

**INVITATION TO TENDER
(COMPETITIVE NEGOTIATED PROCEDURE)**

FH/GG/SN/ab/438

Malta, 9th November 2012

Dear Sir/Madam,

The Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) is launching an invitation to tender for the printing of the material produced under the project 'Preparedness for Oil-polluted Shoreline cleanup and Oiled Wildlife Interventions (POSOW)', within the framework of the European Commission Civil Protection Programme.

You are invited to submit a bid duly signed by an authorised official of your company/organization. Cost quotations shall be in EURO, and only quotations in EURO will be accepted. Your offer must be valid for 90 days from the date of closure of this tender.

Bids can be submitted in two different ways:

- a) either by registered post;
In this case the bid should be received not later than **Friday 30 November 2012**, the stamp of the post office acting as proof.

- b) or by private courier service.
In this case the bid should be received **not later than 16h00 (Malta local time) on Friday 30 November 2012**, the slip issued by the courier service acting as proof.

In whichever form the bid is submitted, the following address should be used:

**REMPEC
Maritime House,
Lascaris Wharf
Valletta VLT1921
Malta**

**Printing offers for the POSOW Project
NOT TO BE OPENED NOR CIRCULATED INTERNALLY
To be kept at the Director's office**

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By-email only

Bids that do not comply with these formal conditions will be rejected at the opening session.

Please note the following:

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

The bids will be opened on **Monday, 3 December 2012** in the offices of REMPEC in Malta.

Submission of a bid implies full acceptance of the draft contract attached to this letter.

Tenderers will be informed by REMPEC whether or not their bid has been accepted. During the procedure, any contact concerning the tender between REMPEC and the tenderers is prohibited. However, any information deemed necessary for preparing an adequate bid could be requested prior to the deadline for submission of the bids. Such requests should be sent by email to the following address: rempec@rempec.org. REMPEC will reply to any request for additional information in strict compliance with the equal treatment principle. Provided that they have reached REMPEC before the abovementioned deadline, requests will be answered by mail and be published under the relevant section (Response/ Preparedness/POSOW) of the REMPEC website: <http://www.rempec.org>, in which the enclosed documents to this invitation for tender will also be available. Tenderers are invited to consult the website frequently. The name of the requesting party will not appear on the website.

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

Yours sincerely,

Frederic Hebert
Director, REMPEC

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1. Terms of Reference
2. Acknowledgment Receipt Form