

INVITATION TO TENDER Ref. SJU/LC/0123-CFT

Provision of strategic communications, editorial support, graphical, digital and events-related communications services

(Open procedure 2015/)

Dear Sir/Madam,

1. The SESAR Joint Undertaking (the “SJU”) is planning to award the public contract referred to above. Please find enclosed the related tender specifications that further develop the list to be found in point 7 below of all the documents that must be produced in order to submit a tender.
2. If you are interested in this contract, you should submit a tender **either by registered mail, private courier or in-hand delivery.**

The tender including all its supporting documents must be **received at the SJU premises, not later than ~~Thursday-Wednesday 720~~ January 2016 at 11.30 a.m. (Brussels time).** The tenders have to be submitted to the following address:

**SESAR Joint Undertaking
Avenue de Cortenbergh, 100
B-1000 Brussels
BELGIUM**

Tenderers are strongly advised to use the delivery service offering tracking option of the sent items. **Any tender received after the deadline will not be examined.**

3. The tender specifications, that further develop the list to be found in point 7 below if all the documents that must be produced in order to tender, including supporting evidence of legal, economic/financial, and technical/professional capacity and the draft contract are attached.
4. Tenders must be presented in the requested format and include all the requested information and documents. Failure to respect the requirements will constitute a formal incompliance and may result in the rejection of the offer.

Tenders must be clear and concise, perfectly legible so that there can be no doubt as to words and figures, include continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled) and drawn up using the model forms in the tender specification.

It is recommended that the Tenders are submitted in environmentally friendly way, e.g. by choosing a simple and clear structure (list of contents and consecutive page numbering), double side printing, limiting attachments to what is required in this call for tenders (i.e. no additional material) and avoiding plastic folders and binders.

5.