### ANNEX V

- INVITATION TO TENDER FORM –

<table>
<thead>
<tr>
<th>INVITATION TO TENDER:</th>
<th>EASA.2021.CEI.21.XX</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB-LIST:</td>
<td></td>
</tr>
<tr>
<td>TITLE:</td>
<td></td>
</tr>
</tbody>
</table>

#### 1. BACKGROUND AND OBJECTIVES

[Where necessary any relevant information to ensure candidate’s understanding of the context, key objectives of the action and target results.]

#### SERVICES REQUIRED:

[Comprehensive, clear and precise definition of the subject of the contract, list of tasks/services required, etc.]

**Optional [DELIVERABLES/REPORTING]**

If not identified above, list the expected deliverables (including reports where necessary), i.e. reports, presentations, results.

#### CONTRACT DURATION

**Option 1:** The duration of the direct contract shall not exceed \(<XX\) days/months\) from contract signature.

**Option 2:** Services shall begin upon contract signature, all services shall be delivered by \(<\text{deadline}\>\).

#### PLACE OF DELIVERY/EXECUTION

[EASA’s premises in Cologne, Germany]/[the contractor’s premises]

#### BUDGET

[The quoted price is expected to be in line with the prices offered in the market for the provision of similar services and to reflect overall good value for money]

[The budget for this purchase shall not exceed xxx.xxx,xx EUR]

**Optional MINIMUM QUALITY REQUIREMENTS**

Any minimum standards expected the services/deliverables to present

**Optional [TBD]**

Any information on limitations, pre-conditions or circumstances, e.g. time constraints, delivery restrictions, etc.

#### 2. YOUR OFFER

**[TECHNICAL][DESCRIPTIVE] PART**

The offer should provide a clear overview of the services/supplies proposed in response to this invitation, including, where applicable, evidence/confirmation of their compliance with the minimum quality requirements.

In case of sub-contracting, the activities to be performed by the proposed sub-contractor should be specified in the offer, accompanied by annex III of the CEI duly dated and signed.

**Any other info/topic needed in the technical part**

**FINANCIAL PART**

- **Global price** in EURO without VAT, including all expenses necessary to perform the contract. No further reimbursements shall be made.
- The price quoted is fixed and shall be subject to NO revision.
- All costs incurred in preparing and submitting tenders shall be borne by the tenderers and cannot be reimbursed.
3. TIMETABLE AND ADMINISTRATION:

<table>
<thead>
<tr>
<th>DEADLINE TO SUBMIT OFFER</th>
<th>[Date and time] (offers submitted after the deadline will be rejected).</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEADLINE FOR REQUESTS FOR CLARIFICATION:</td>
<td>[Date]</td>
</tr>
<tr>
<td>E-MAIL ADDRESS TO SUBMIT CLARIFICATION REQUESTS AND OFFERS:</td>
<td>[tbd]</td>
</tr>
</tbody>
</table>

4. AWARD OF THE CONTRACT

The contract shall be awarded to the tenderer submitting the best-value-for-money (best price-quality ratio), applying the criteria specified in the grid below.

<table>
<thead>
<tr>
<th>NO</th>
<th>AWARD CRITERIA</th>
<th>MAX POINTS</th>
</tr>
</thead>
</table>
| 1  | The content of the tenderer’s technical offer should be drafted with reference to and shall be evaluated in line with the following criteria:  
- Pertinence of the proposed activities to achieve results of the tasks  
- Tasks to be performed and deliverables correspond to the Invitation to Tender | <X> |
| 2  | PRICE:  
The financial evaluation will be made on the basis of the price offered, using the template in Annex II – Model Financial Offer, and applying the formula specified below:  
<Financial Score for Tenderer X = <X>* (Cheapest Price from all Candidates / Price of Candidate X) | <X> |
| TOTAL |                                      | 100 |

[*Only candidates scoring at least <X/X> points or more in criteria 1 – technical quality will have their financial offer evaluated.]

5. PURCHASE CONDITIONS

<table>
<thead>
<tr>
<th>CONTRACTUAL PROVISIONS</th>
<th>By submitting your offer, please bear in mind the provisions of the draft contract (purchase order) and the general terms &amp; conditions applicable to low value contracts of the Agency (see Annex I)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional</td>
<td>[Additional special contractual conditions:]</td>
</tr>
<tr>
<td>PAYMENT FORMALITIES</td>
<td>[Upon satisfactory completion of the services, subject to EASA approval]</td>
</tr>
<tr>
<td></td>
<td>[Upon signature or the contract/PO by both parties]</td>
</tr>
<tr>
<td>DISCLAIMER:</td>
<td>Please note that this request does not constitute any commitment on the part of EASA to purchase the services subject to this invitation.</td>
</tr>
</tbody>
</table>