

Dear Sir/Madam,

Subject: - **Invitation to tender No. ECFIN/2005/A3-01**
An EU-wide monthly business survey in the financial service sector
- **Publicity measures : OJEU S 191-187705 of 4 October 2005**
http://europa.eu.int/comm/economy_finance/tenders/2005/call2005_6en.htm

1. I enclose the call for tenders relating to the above-mentioned contract.
2. If you are interested in this contract, you should submit a tender in triplicate in one of the official languages of the European Union.
3. Tenders must be:
 - either sent by registered post or private courier service not later than **07/11/2005** (postmark) to the following address:

European Commission
Directorate-General for Economic and Financial Affairs
For the attention of Mr Jean-Pierre RAES
Unit R2, Office BU1 - 3/13
Invitation to tender No. ECFIN/2005/A3-01
B – 1049 Brussels
Belgium

- or delivered by hand (by the tenderer in person or by an authorised representative or private courier service) to the following address:

European Commission
Directorate-General for Economic and Financial Affairs
For the attention of Mr Jean-Pierre RAES
Unit R2, Office BU1 - 3/13
Invitation to tender No. ECFIN/2005/A3-01
Rue de Genève, 1
B-1140 Brussels (Evere)
Belgium

not later than 16.00 on **07/11/2005**. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

4. Tenders must be placed inside two sealed envelopes. The inner envelope, addressed to the department indicated in the invitation to tender, should be marked as follows: "Invitation to tender - not to be opened by the internal mail department". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.
5. The specification, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity, and the draft contract are attached.
6. Tenders must be:
 - signed by the tenderer or his duly authorised representative;
 - perfectly legible so that there can be no doubt as to words and figures.
7. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: 6 months from the deadline for submission of tenders.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
9. Contacts between the contracting department and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
 - Before the final date for submission of tenders:
 - * At the request of the tenderer, the contracting department may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made in writing only to :

European Commission
Directorate General ECFIN
Mr Peter WEISS
Unit A3, Office BU1 - 3/146
Invitation to tender No. ECFIN/2005/A3-01
B-1049 Brussels
Belgium

Fax + 32 2 296 36 50
e-mail : ECFIN-BCS-MAIL@cec.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*).

- * The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

- * Any additional information including that referred to above will be sent simultaneously to all (tenderers who have requested the specification) (candidates invited to tender).

- After the opening of tenders

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

11. This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting department may either withdraw from the contract or cancel the procurement procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

12. You will be informed whether or not your tender has been accepted.