

Brussels, 23 March 2011

INVITATION TO TENDER REF. SJU/LC/0062-CFT

SJU WEB MEETING SOLUTION

**Technical specifications for the hosting of the SESAR Joint Undertaking's
web meeting facility**

(Open procedure)

Dear Sir or Madam,

1. The SESAR Joint Undertaking (SJU) is planning to award a service contract for the provision of web meeting services as referred to above.
2. Tenderers interested in this call must send their tenders **either by registered mail, private courier or in-hand delivery.**

The tenders including all the supporting documents must be received at the SJU premises by registered mail, by private courier or delivered in-hand, not later than **16th May 2011, at noon (Brussels time) to the following address:**

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

The tenderers are strongly advised to use the postal services offering the mail tracking option of the sent items. **Any tender received after the indicated deadline will not be examined.**

3. The specifications, which detail the content of the documents that must be produced (including supporting evidence of economic, financial, technical and professional capacity) as well as the draft service contract, are attached hereto.
4. Throughout the procurement procedure, contacts between the SJU and the tenderers can only take place under the conditions described in section 2.4 of the tender specifications attached to the present invitation to tender.
5. This invitation to tender is in no way binding on the SJU. A commitment will come about only when a service contract with the successful tenderer has been signed.

Until a contract is signed, the SJU may decide not to award a contract or to cancel the tendering procedure, without the tenderers being entitled to claim any compensation. Where appropriate, the decision will be substantiated and brought to the attention of the tenderers.

6. Tenderers will be informed of whether their tenders have been accepted or rejected.

Yours faithfully,



Patrick KY
Executive Director