



EUROPEAN UNION
DELEGATION TO BELARUS

Administrative Assistant

Minsk, January 31 2013
Delblrmsq/PAJ / D(2013)

ADDRESS
ADDRESS
ADDRESS
ADDRESS

Subject: Invitation to tender regarding provision of IT support services (PC and end user support, and hardware and maintenance services)

Dear Sir/Madam,

1. The Delegation of the European Union to Belarus is planning to award a contract to a company / registered entrepreneur for the provision of IT support services (PC and end user support, and hardware and maintenance services). The first day of the contract would ideally be on 15 March 2013, and the contract will last for one year, renewable up to 4 years.
2. If you are interested in bidding for this contract, please submit your offer in English, to the **Delegation of the European Union to Belarus, for the attention of the Administration section, by registered mail, delivered not later than February 25, 2013 or via e-mail, with subject line: "Invitation to tender for IT support contract" at delegation-belarus@eeas.europa.eu by February 25, 2013, 17:30 (Minsk time).**
3. Your offer must contain the following elements:
 - cover letter expressing interest in bidding for the contract above signed by the tenderer or his duly authorised representative;
 - completed annexes 1, 2 and 3 of the Terms of Reference, which will form an integral part of the contract; and
 - price in Euro, specifying the total amount for to be paid under the Contract for the Services provided.
7. The evaluation of offers received will take place following the closure of the reception of bids. You will be informed of the outcome of your bid.
8. This invitation to tender is not a commitment on the part of the European Union. A commitment will exist only when the contract has been signed by the 2 parties.

Pablo Aguirrezabal Jauregui
Head of Administration (acting)