

OPEN INVITATION TO TENDER

Subject: **Open call for tender to provide an external Audit service for the European University Institute**

Ref: CFT/EUI/BFA/2014/001

Dear Sir / Madam,

The European University Institute, an international research organization established by a [Convention dated 19/04/1972](#), ratified by Member States of the European Union with the goal of providing academic training for doctoral degrees and post-doctoral research in the Social Sciences (<http://www.eui.eu>), is pleased to invite you to submit your tender in the open tender procedure for the above-mentioned supply of services.

If you are interested in this procedure, you can find all the necessary documents on the dedicated EUI's webpage <http://www.eui.eu/About/Tenders/Index.aspx>. You are requested to submit your offer in English by courier or hand delivered to the EUI's Protocol Office no later than **3.00 pm** on the day **12/02/2014**. Tenders must be addressed to:

EUROPEAN UNIVERSITY INSTITUTE - Ufficio Protocollo - Via dei Roccettini, n. 9 - 50014 San Domenico di Fiesole (FI-IT).

EUI's Protocol Office is open from Monday to Friday during business hours of 8.30 am-1.00 pm and 2.00 pm-4.00 pm.

The tender procedure will be conducted according to the description contained in the Special Technical Specifications and its annexes, and in conformity with the rules and regulations of the Institute itself ([Decision 2/2013 of the High Council](#) establishing the regulatory and financial provisions of the Institute and [Decisions of the President 8/2010](#) establishing the criteria for the awarding of tenders).

Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specifications and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

This invitation to tender is in no way binding on EUI. EUI's contractual obligation commences only upon signature of the contract with the successful tenderer. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

We hope this opportunity is of interest to you and we look forward to hearing from you.

Yours Faithfully,

The Secretary General

(signed)

Pasquale Ferrara