

9 March 2026
To: Interested Parties

Subject: Invitation to tender with reference: PS/SRV/TIS/002/2026

Event Management Services for the Transport Investment Summit

The Permanent Secretariat of the Transport Community (hereinafter "the Secretariat") intends to award a Framework Contract following a simplified procedure without prior publication, in accordance with Article 32 of Directive 2014/24/EU. Please find attached the tender specifications detailing the required documents for submission and the draft contract.

Interested and eligible economic operators are invited to submit their tenders by email to procurement@transport-community.org no later than **19 March 2026, 23:59 CET**.

Tenders submitted to an address other than the one specified or received after the deadline for receipt of Tenders will not be considered.

1. Tender Requirements

The tender must:

- Be signed by an authorized representative.
- Be clearly legible, ensuring there is no ambiguity regarding words or figures.
- Include a financial offer in EUR in accordance with Annex IV – Financial Proposal Template.

The validity period of the tender is **three months** from the submission deadline, during which no modifications may be made.

2. Terms and Conditions

- Submission of a tender implies full acceptance of all terms and conditions stated in the invitation, tender specifications and the draft contract.
- The awarded tenderer is legally bound by the contract terms for the full duration.
- A contract **will not be awarded** to tenderers who:
 - Have a conflict of interest.
 - Misrepresent information or fail to provide required documentation.
 - Are subject to any exclusion grounds listed in part *Participation requirement* of the Instruction to tenderers and Annex 2 (Declaration of honour) of the procurement procedure.



This invitation does not constitute a binding obligation on the Secretariat. The contract becomes effective only upon signature.

3. Requests for Clarifications

Before submission date previously indicated:

- All requests for additional information must be submitted in writing to procurement@transport-community.org
- Such requests must be made at least six (6) calendar days before the submission deadline.
- The Secretariat will respond no later than two (2) calendar days before the deadline. If clarifications are provided later than this, the submission deadline may be extended.

4. Tender Evaluation

After submission:

- If clerical errors or technical clarifications are required, the Secretariat may contact the tenderer, provided no substantial modifications are made.

5. Contract Award and Confidentiality

- The Secretariat reserves the right to cancel the procedure at any time before contract signature, without any obligation to compensate candidates or tenderers.
- Once opened, tenders become the property of the Secretariat and will be treated confidentially.
- The outcome of the procurement process will be communicated via email only. It is the tenderer's responsibility to provide a valid email address and regularly check for updates.

