

2 April 2026  
To: Interested Parties

**Subject: Invitation to tender with reference: PS/SRV/TIS/008/2026**

## **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](mailto:procurement@transport-community.org) no later than **12 April 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](mailto: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.

