

The European Space Agency (ESA) is represented in the Russian Federation by its Permanent Mission located in Moscow and by a Liaison Office of the ESA European Astronaut Centre located in StarCity. ESA is looking for locally provided services to support the day to day operations of its offices in Moscow and in StarCity in the areas of administrative, facility and logistic support as well as to cope with the peculiarities of its space cooperation projects with Russia, e.g. the different language, different technical standards and customs regulations. ESA intends, by means of an Open Tender, to select a contractor company which will deliver the required services, as of January 2016. This open competition will be launched late June 2015 and will lead to the selection of the Service contractor and the placing of the Service contract for an initial period of 3 years renewable for a maximum of twice one further additional year.

Companies that wish to be contacted for this Invitation to Tender, may send their company name, address, tel., and e-mail as well as a contact person's details, NO LATER THAN 22 JUNE 2015, to the attention of the contract officer responsible for this activity indicated below. These companies will be informed by the Agency when the Invitation to Tender is published.

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