**<Letter of invitation to tender>**

Use letterhead of the contracting authority

<Place and date>

<Name and address of potential tenderer>

Our ref.: < Publication reference >

**SUBJECT: INVITATION TO TENDER FOR <Title of contract>**

Dear Mr/Ms <Name of contact person>

Please find enclosed the following documents, which constitute the tender dossier:

Text below in gray shade sets out optional requirements. It can be deleted if not required, and other requirements may be added if necessary.

In any case, please make sure that list of documents below corresponds with requirements under Instruction to tenderers and in the Tender Form / Bill of Quantities.

Please make sure you require only minimum necessary for contract execution.

EXAMPLE:

- if organisational structure is not relevant for the execution of contract, AND is not evaluated, you should not require information on organisational structure.

- if financial capacity is not evaluated, you should not require data on turnover for the last 3 years

- if particular experts are not required, data on experts, employees and other staff should not be required

- etc.

**VOLUME 1**

SECTION 1: INSTRUCTIONS TO TENDERERS and CONTRACT NOTICE

SECTION 2: TENDER FORM

Annex 1 - Declaration of honour on exclusion and selection criteria…..Form a.15

SECTION 3: TENDER GUARANTEE FORM

SECTION 4: QUESTIONNAIRE

Additional notice to tenderers

General information about the tenderer Form 4.1

Organisation chart Form 4.2

Power of attorney Form 4.3

Financial statement Form 4.4

Financial identification form Forms 4.5 a) + b)

Technical qualifications:

Overview of the tenderer’s staff ………………..Form 4.6.1.1

Staff to be employed on the contract Form 4.6.1.2

Professional experience of key staff

Curriculum vitae Form 4.6.1.3

Plant Form 4.6.2

Work plan and programme Form 4.6.3

Experience as contractor Form 4.6.4

Data on joint ventures Form 4.6.5

Litigation history Form 4.6.6

Quality assurance system(s) Form 4.6.7

Accommodation for the supervisor Form 4.6.8

Further information  ……………………………………..Form 4.6.9

SECTION 5: ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

1. For simplified procedure:

**LIST OF ENTITIES INVITED TO SUBMIT A TENDER**

< Alphabetical, numbered list with the leader shown in bold type in the case of a consortium >

1. Administrative compliance grid
2. Evaluation grid

**VOLUME 2**

SECTION 1: CONTRACT FORM

SECTION 2: GENERAL CONDITIONS FOR WORKS CONTRACTS

SECTION 3: SPECIAL CONDITIONS

SECTION 4: SPECIMEN PERFORMANCE GUARANTEE

SECTION 5: SPECIMEN PREFINANCING PAYMENT GUARANTEE

SECTION 6: SPECIMEN RETENTION GUARANTEE

**VOLUME 3**

TECHNICAL SPECIFICATIONS

**VOLUME 4**

FINANCIAL OFFER (LUMP SUM CONTRACTS)

**VOLUME 5**

DESIGN DOCUMENTS, INCLUDING DRAWINGS

For full information about procurement procedures please consult the practical guide and its annexes, which can be downloaded from the following web page: <http://ec.europa.eu/europeaid/prag/document.do>

We look forward to receiving your tender [optional: and the accompanying tender guarantee].

By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

< Name and signature>