**< Letterhead of Contracting Authority >**

< Date >

<Name & address of invited candidate >

**Our ref: < Publication reference > / < Candidate number > [if the tender procedure is divided into lots - Lot number : <number>]**

Dear <Contact name>,

**INVITATION TO TENDER FOR < Contract title >, < Location > [LOT NUMBER < number >]**

I am pleased to inform you that [your firm] [the consortium led by you] is invited to take part in the tender procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

1. **Instructions to tenderers**
2. **Draft Contract Agreement and Special Conditions with annexes:**
3. General Conditions for service contracts
4. Terms of Reference
5. Organisation and Methodology (to be submitted by the tenderer using the template provided)
6. [Key experts (including templates for the summary list of key experts and their CVs) (For contracts requiring key experts)]
7. Budget (to be submitted by the tenderer as the Financial offer using the template provided)
8. Forms and other supporting documents
9. **Other information:**
10. 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
3. **Tender submission form**

For restricted procedure (otherwise delete): For your information your application to participate in this tender procedure fulfilled the technical selection criteria for the following references specified in your application form:

< specify the numbers of the references in the application form – point 6 Experience – which fulfilled the selection criteria and on the bases the candidate was shortlisted, please introduce the information from column “Shortlisted on Experience Ref No” on the longlist: >

Under point 4.1 (6) of the Instructions to Tenderers you will be requested to submit documentary evidence for these references.

We look forward to receiving your tender before the deadline set in point 8 of the Instructions to Tenderers. Please send it to the address and with the requirements given in point 8. By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. If you decide not to submit a tender, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

Yours sincerely

< Name >