**< Letterhead of contracting authority >**

< Date >

[Paper submission (indirect management): <Name & address of shortlisted candidate >]

**Our ref: < Publication reference >** [if the tender procedure is divided into lots **- lot number : <number>] -** [Paper submission (indirect management): **request to participate number: < candidate number >]**

**INVITATION TO TENDER FOR < contract title >, < location > [LOT NUMBER < number >]**

[Paper submission (indirect management): **Dear <contact name>,**]

I am pleased to inform you that [your firm] [the consortium led by you] is invited to take part in the restricted tender procedure for the above contract. The complete tender dossier 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. [Expenditure verification: terms of reference and report of factual findings (please delete for global price contracts)]
10. **Other information:**
11. Administrative compliance grid
12. Evaluation grid
13. **Tender submission form**

Only the candidates receiving this invitation letter may submit a tender. Any tender received from a legal or natural person not invited to tender will be rejected.

For full details of the tendering procedures and if editable templates are needed, please see the **practical guide and its annexes**, which may be downloaded from the following website: <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>.

We look forward to receiving your tender which has to be submitted no later than the deadline and according to the requirements set out in the Instructions to tenderers.

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 >