**<Letter of invitation to tender>**

Use letterhead of the contracting authority

<Place and date>

Our ref.: < Publication reference >

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

Dear Madam/Sir,

Further to your enquiry regarding the publication of the above-mentioned tender, the complete tender dossier includes:

**VOLUME 1**

SECTION 1: INSTRUCTIONS TO TENDERERS

SECTION 2: TENDER FORM

Annex 1 - Declaration of honour on exclusion and selection criteria…..Form A.14a

Annex 2 - to be used only by NEAR only in FIDIC contracts:[Appendix to the tender]

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 personnel ………………..Form 4.6.1.1

Personnel to be employed on the contract Form 4.6.1.2

Professional experience of key personnel

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

Administrative compliance grid

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

[EDF: SECTION 7: TAX AND CUSTOMS ARRANGEMENTS]

**VOLUME 3**

TECHNICAL SPECIFICATIONS

**VOLUME 4**

[FINANCIAL OFFER LUMP SUM CONTRACTS] [FINANCIAL OFFER UNIT PRICE 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: <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>

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

[Electronic submission (direct management): Tenders must be submitted exclusively via the electronic submission system (e-Submission) accessible from the Funding and Tenders Opportunities portal (F&T portal)[[1]](#footnote-1). Tenders submitted in any other way (e.g. e-mail or by letter) will be disregarded.

[The accompanying tender guarantee has to be:

1. sent or hand delivered at the address specified in the instructions to tenderers and a copy has to be sent via e-submission. Please use a reliable courier service or registered mail to avoid any delays or loss of the documents. The envelope, clearly mentioning the reference to the call for tenders and, if applicable, the eSubmission ID of the tender must be marked as "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".

or

2. submitted via the e-submission together with other documents if signed with QES.]]

[Paper submission (indirect management): The tender [and the accompanying tender guarantee] has to be sent orhand delivered no later than the submission deadline at the address specified in the instructions to tenderers.]

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>

1. <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> [↑](#footnote-ref-1)