

< Letterhead of Contracting Authority >

< Date >

<Name & address of shortlisted  
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 restricted tender procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

**A. Instructions to tenderers**

**B. Draft Contract Agreement and Special Conditions with annexes:**

- I. General Conditions for service contracts
- II. Terms of Reference
- III. Organisation and Methodology (to be submitted by the tenderer using the template provided)
- IV. [Key experts (including templates for the summary list of key experts and their CVs)  
(For contracts requiring key experts)]
- V. Budget (to be submitted by the tenderer as the Financial offer using the template provided)
- VI. Forms and other supporting documents
- VII. [Expenditure verification: Terms of Reference and Report of Factual Findings (please  
delete for global price contracts)]

**C. Other information:**

- I. Shortlist notice
- II. Administrative compliance grid
- III. Evaluation grid

**D. Tender submission form**

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.

For full details of the tendering procedures, please see the **Practical Guide and its annexes**, which may be downloaded from the following website:  
<http://ec.europa.eu/europeaid/prag/document.do> .

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 >