

< Letterhead of Contracting Authority >

< Date >

<Name & address of shortlisted
candidate >

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

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:

VOLUME 1

SECTION 1: INSTRUCTIONS TO TENDERERS

SECTION 2: TENDER FORM

[Annex 1 - Declaration of honour on exclusion and selection criteria.....Form a.15](#)

[Annex 2 - to be used only by NEAR in FIDIC contracts: Appendix to the Tender](#)

SECTION 3: TENDER GUARANTEE FORM

SECTION 4: QUESTIONNAIRE

Additional notice to tenderers

FORM 4.1 POWER OF ATTORNEY

FORM 4.2 a) FINANCIAL IDENTIFICATION FORM
b) LEGAL ENTITY FILES

FORM 4.3 TECHNICAL FORMS

4.3.1 STAFF

4.3.2 PLANT

4.3.3 WORK PLAN AND PROGRAMME

4.3.4 WORK IN PROGRESS

4.3.5 INFORMATION ON JOINT VENTURES

4.3.6 QUALITY ASSURANCE SYSTEM(S)

4.3.7 ACCOMMODATION FOR THE SUPERVISOR

4.3.8 FURTHER INFORMATION

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

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Appendix

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

We look forward to receiving your tender 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** >