

<LETTER OF INVITATION TO TENDER>
[Use Letterhead of the Contracting Authority]

<Place and date>

<Name and address of potential tenderer>

Our ref.: <Publication reference >

Dear Mr/Ms <Name of contact person>

SUBJECT: INVITATION TO TENDER FOR <Title of contract.

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

VOLUME 1

SECTION 1: INSTRUCTIONS TO TENDERERS, with CONTRACT NOTICE

SECTION 2: TENDER FORM

- Declaration of honour on exclusion and selection criteria.....Form a.15

SECTION 3: FORMS regarding selection criteria:

- Legal Entity File.....Form 4.5.b
- Financial capacityForm 4.4
- Technical and professional capacityForm 4.6.5

SECTION 4: TECHNICAL OFFER:

- Overview of the tenderer's staffForm 4.6.1.2
- CVs of key staff.....Form 4.6.1.3
- Plant.....Form 4.6.2
- Work plan and programme.....Form 4.6.3
- Power of attorney.....Form 4.3
- Financial identification form.....Form 4.5.a

SECTION 5: ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

Administrative compliance grid

Evaluation grid

VOLUME 2

SECTION 1: CONTRACT FORM

SECTION 2: SPECIAL CONDITIONS

SECTION 3: GENERAL CONDITIONS FOR WORKS CONTRACTS

[EDF: SECTION 7: TAX AND CUSTOMS ARRANGEMENTS]

VOLUME 3

TECHNICAL SPECIFICATIONS

VOLUME 4

<FINANCIAL OFFER LUMP SUM 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: http://ec.europa.eu/europeaid/funding/about-funding/procedures-and-practical-guide_en?language=en

We look forward to receiving your tender.

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