

< **Letterhead of Contracting Authority** >

< **Date** >

< **Name & address of the entity** >

Our ref: < **reference** > / [< **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 competitive negotiated procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

A. Instructions to tenderers and contract notice

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. List of entities invited to submit a tender
- II. Administrative compliance grid
- III. Evaluation grid

D. Tender submission form and declaration of honour on exclusion and selection criteria

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 >