

<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

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 only in FIDIC contracts [Appendix to the Tender]

SECTION 3: TENDER GUARANTEE FORM

SECTION 4: QUESTIONNAIRE

Additional notice to tenderers

General information about the tendererForm 4.1

Organisation chart.....Form 4.2

Power of attorney.....Form 4.3

Financial statementForm 4.4

Financial identification form Forms 4.5 a) + b)

Technical qualifications:

Overview of the tenderer's staffForm 4.6.1.1

Staff to be employed on the contractForm 4.6.1.2

Professional experience of key staff

Curriculum vitaeForm 4.6.1.3

PlantForm 4.6.2

Work plan and programmeForm 4.6.3

Experience as contractorForm 4.6.4

Data on joint venturesForm 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 informationForm 4.6.9

SECTION 5: ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

Administrative compliance grid

Evaluation grid

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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:
<http://ec.europa.eu/europeaid/prag/document.do>

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

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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 >

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