**<Letter of invitation to tender>**

[Use letterhead of the contracting authority]

Berovo and date>

<Name and address of potential tenderer>

Our ref.: PO 758907-TP1

**SUBJECT: INVITATION TO TENDER FOR**

**Rehabilitation of two classrooms and the sewerage system in Municipal Secondary School “Aco Ruskovski”**

Dear Mr/Ms <Name of contact person>

I am pleased to inform you that [your firm] [the consortium led by you] is invited to take part in the simplified procedure for the above contract. The complete tender dossier attached to this letter includes:

**VOLUME 1**

SECTION 1: INSTRUCTIONS TO TENDERERS, with CONTRACT NOTICE

SECTION 2: TENDER FORM

 - Declaration of honour on exclusion and selection criteria Form a.14

SECTION 3: FORMS regarding selection criteria:

 - Legal entity file Form 4.5.b
(to be added in the document)

 - Financial capacity Form 4.4

 - Technical and professional capacity Form 4.6.5

SECTION 4: TECHNICAL OFFER:

 - Overview of the tenderer’s staff Form 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
(to be added in the document)

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

[EDF: SECTION 7: TAX AND CUSTOMS ARRANGEMENTS]

SECTION 3: SPECIAL CONDITIONS

**VOLUME 3**

TECHNICAL SPECIFICATIONS

**VOLUME 4.2**

<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-and-procedures/procedures-and-practical-guide-prag_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