**< Letterhead of contracting authority >**

< Date >

[<Name & address of the entity >]

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

**INVITATION TO TENDER FOR < Contract title >, [LOT NUMBER < number >]**

Dear Madam/Sir,

I am pleased to inform you that you are invited to take part in the [simplified procedure] [negotiated procedure] for the above contract. The procurement documents (tender dossier) attached to this letter include:

1. **Contract notice and Instructions to tenderers**
2. **Draft contract with annexes**
3. Special and general conditions for service contracts
4. Terms of reference
5. Organisation and methodology (to be submitted by the tenderer using the template provided)
6. [Key experts (including templates for the summary list of key experts and their CVs) (For contracts requiring key experts)]
7. Budget (to be submitted by the tenderer as the financial offer using the template provided)
8. Forms and other supporting documents
9. **Other information**
10. Administrative compliance grid
11. Evaluation grid
12. **Tender submission form and declaration of honour on exclusion and selection criteria**

We look forward to receiving your tender which has to be sent no later than 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 of the Instructions to Tenderers (which also specifies the conditions to maintain it confidential until opening and the means of proof for compliance with the time limit for receipt of tenders).

By submitting a tender you accept the terms and conditions set out in the procurement documents and that such submission binds you, in case the contract is awarded to you, during performance of the contract.

By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means.

The period during which a tender will remain valid and shall not be modified in any respect is specified in point 6 of the Instructions to Tenderers.

Any contact between the contracting authority and the tenderer during the procedure is forbidden, save in exceptionally cases as foreseen in European legislation[[1]](#footnote-1).

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 and signature >

1. art. 169 of Financial Regulation (Regulation no. 2018/1046) [↑](#footnote-ref-1)