

< Letterhead of Contracting Authority >

< Date >

<Name & address of
shortlisted candidate >

Our ref: < Publication reference > / < Candidate number > [/ < 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 restricted tender procedure for the above contract. The complete tender dossier is attached to
this letter. It includes:

A. Instructions to tenderers

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 according to the
template provided)
- IV. Key experts (including templates for the summary list of key experts and their CVs)
- V. Budget [For fee-based contracts: breakdown] (To be submitted by the tenderer as the
Financial offer using the template provided)
- VI. Forms and other relevant documents

[VII. Expenditure Verification: Terms of Reference and Report Format](#)

Formatted: Bullets and Numbering

C. Other information:

- I. Shortlist notice
- II. Administrative compliance grid
- III. Evaluation grid

Formatted: Indent: Left: 36 pt,
Hanging: 17.85 pt, Numbered +
Level: 1 + Numbering Style: I, II, III,
... + Start at: 1 + Alignment: Left +
Aligned at: 36 pt + Tab after: 72 pt
+ Indent at: 54 pt

D. Tender submission form

Formatted: Numbered + Level: 1 +
Numbering Style: A, B, C, ... + Start
at: 1 + Alignment: Left + Aligned at:
0 pt + Tab after: 36 pt + Indent at:
36 pt, Tabs: 36 pt, Left

For full details of the tendering procedures, please refer to the **Practical Guide to contract
procedures for EC external actions**, which may be downloaded from the following Web site:
http://europa.eu.int/comm/europeaid/index_en.htm.

We look forward to receiving your tender at the address specified in the Instructions to tenderers
before < date & time of deadline, at least 50 days after the date of this letter and at the close of
business of a working day >. 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 >