

LETTER OF INVITATION TO TENDER

<Place and date>

<Name and address of potential tenderer>

Our ref.: NEAR/ANK/2020/EA-LOP/0053

SUBJECT: INVITATION TO TENDER FOR Construction for the “Establishment of Common Use Ateliers in TRB2 Region” Project

Dear Mr/Ms <Name of contact person>

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.14

Annex 2 - 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 attorneyForm 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

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 engineer.....Form 4.6.8

Further informationForm 4.6.9

Eligibility StatementForm 4.6.10

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

SECTION 3: PARTICULAR CONDITIONS

SECTION 4: SPECIMEN PERFORMANCE GUARANTEE

SECTION 5: SPECIMEN PREFINANCING PAYMENT GUARANTEE

SECTION 6: SPECIMEN RETENTION GUARANTEE

SECTION 7: TAX AND CUSTOMS ARRANGEMENTS

VOLUME 3

TECHNICAL SPECIFICATIONS

VOLUME 4

FINANCIAL OFFER

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 and the accompanying tender guarantee.

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,

Mustafa ERDOĞAN
Head of Operating Structure