**< 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 >, < Location > [LOT NUMBER < number >]**

Dear <contact name>,

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 is attached to this letter. It includes:

1. **Instructions to tenderers and contract notice**
2. **Draft contract agreement and special conditions with annexes:**
3. 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. [Expenditure verification: terms of reference and report of factual findings (please delete for global price contracts)]
10. **Other information:**
11. List of entities invited to submit a tender
12. Administrative compliance grid
13. Evaluation grid
14. **Tender submission form and declaration of honour on exclusion and selection criteria**

For full details of the tendering procedures, please see the **practical guide and its annexes**, which may be downloaded from the following website: <http://ec.europa.eu/europeaid/prag/document.do>

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