



LETTER OF INVITATION TO TENDER

Our ref: EuropeAid/140092/IH/SUP/UA (EUAM-19-06)

Subject: Invitation to tender for Supply of IT equipment & software for EUAM Ukraine

Dear Sir/Madam,

This is an invitation to tender for the above-mentioned supply framework contract. Please find enclosed the following documents, which constitute the tender dossier:

A. Instructions to tenderers

B. Draft contract and Special Conditions, including annexes:

- Annex I: General conditions;
- Annex II+III: Technical Specifications + Technical offer (to be submitted by the tenderer using the template provided);
- Annex IV: Budget Breakdown with Hypothetical Scenario (to be submitted by the tenderer as the financial offer using the template provided);
- Annex V: Provisional Acceptance Certificate;
- Annexes VI: forms (Legal Entity File, Financial Identification Form, model of a Performance Guarantee);
- Annex VII: Model of an Electronic Order Form

C. Further information:

- Administrative compliance grid;
- Evaluation grid

D. Tender Form for a supply contract, including Annex 1: Declaration of honour on exclusion and selection criteria

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, which has to be sent no later than the submission deadline at the address specified in the Instructions to tenderers.

Please notify us about your submission via email to the following address: tenders@euam-ukraine.eu

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,
Fredrik Wesslau
Acting Head of Mission,
EUAM Ukraine

[signed]