



LETTER OF INVITATION TO TENDER

Our ref: EUAM-25-47

Kyiv, February 2026

Subject: Invitation to tender for “Supply of Furniture and Provision of Related Services”

Dear Sir/Madam,

I am pleased to inform you that you are invited to take part in the international open tender procedure for the above supply framework contract. The complete tender dossier includes:

A. Instructions to tenderers

B. Draft Framework 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 including Hypothetical scenario (to be submitted by the tenderer as the financial offer using the template provided);
- Annex V: model Provisional/Final Acceptance Certificate;
- Annexes VI: specified forms (Legal Entity File and Financial Identification Form);
- Annex VII: Order Form (model template).

C. Further information:

- Administrative compliance grid;
- Evaluation grid

D. Tender Form for a supply contract, including Annex 1: Declaration on 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 pages:

- <https://intpa-econtent-public.s3.eu-west-1.amazonaws.com/ePrag/2021.1/ePrag-en-2021.1.pdf>
- <https://intpa-econtent-public.s3.eu-west-1.amazonaws.com/ePrag/2021.1/prev-en-2021.1.zip>

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 note, that the tender must be submitted via e-mail. The technical offer and the financial offer should be submitted in password-protected ZIP files (or equivalent compressing format). The password for the ZIP files of the technical and financial offer must be sent to the contracting authority after the final date and time of submission of the tenders.

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,
Rolf Holmboe
Head of Mission
EUAM Ukraine