**INVITATION TO TENDER AND TENDER SPECIFICATIONS- Service**

**<Contract title>**

**<Reference number>**

***Recommendation to the Contracting Authority for requesting a detailed offer***

In order to have a more substantial technical assessment it is strongly recommended to ask for a very detailed offer.

The Contracting Authority is allowed to ask for detailed documentation relating to the subject of the invitation to tender to ensure the quality of the technical assessment and, where the case, the scoring process.

In case the Contracting Authority asks for detailed documentation such as a detailed description, content summary for a study, methodology for the implementation of the task(s), etc. please indicate the required documents and its expected content in chapter 3 ‘Technical information’ of this document.

***Recommendation to the Contracting Authority prior to launching of the procedure***

The request for offer is to be sent to entities independent from each other and from the contracting authority and able to provide the planned services.

Please remove these paragraphs in yellow before sending the invitation to tender.

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

<………………………………….>

Number and titles of lots:

[One lot only]

[If more than one lot: <number of lots:>

<Lots Titles:

01 <title>

02 <title>

<no. and title>]

Deadline for submission of the tenders:

The deadline[[1]](#footnote-1) for submission of tenders is <**dd/mm/yyyy at xx:xx hours**>[[2]](#footnote-2).

Address and meanings for submission of the tenders:

The tenderers must submit their tenders using the attached **submission form.** The tender will be submitted by post, by courier service, via e-platform, or via e-mail**, signed and scanned**. Any tenders not using the prescribed form will be rejected by the contracting authority. In case of e-mail submission, tender documents should be attached in a file protected with a password. The password will be requested after the deadline and before tender opening session.

The signed and scanned tender can be submitted via e-mail to the following e-mail address:

<e-mail address>

If the tenders are submitted in sealed envelopes, they must contain the following information:

* Name and address of the tenderer
* Title of the tender: <contract title>
* Reference number: <reference number>
* The words: “*Not to be opened before the tendering opening session*”.

The tenders can be submitted by post or courier service to the following address:

<**N**ame and Address of the contracting authority>

<Contact person>

The tenderers are reminded that the tender must arrive to the contracting authority by the deadline indicated above even in case it is submitted by post or by courier service. Otherwise, the tender will be automatically rejected.

The means of proof for compliance with the time limit for receipt of tenders are the date of e-mail received by the contracting authority, the postmark or the date of the deposit slip.

Award notification:

The submission of the tender implies acceptance by the tenderer that it will be informed on the results of the evaluation procedure in written form by electronic means.

1. **EXCLUSION AND SELECTION CRITERIA[[3]](#footnote-3)**

**Exclusion criteria**

Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in Article 136(1) and 141(1) of the Financial Regulation.

**Selection criteria**

Minimum levels of capacity

<minimum levels>

A Declaration on honour on the exclusion criteria and the selection criteria shall be submitted by the tenderers.

<If the Partner decides to request evidence for selection criteria>

[The successful tenderer will be required to submit evidence (supporting documents) for the selection criteria, as follows: < documents >.]

1. **FINANCIAL INFORMATION**

The maximum available value of the contract is <XX> [EUR][National currency].

1. **TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

|  |  |  |
| --- | --- | --- |
| Title of activity 1 *(examples: printing of promotional material, translation, etc.)* | | |
| Description of expected outputs / results to be achieved | Required time frame | Required inputs (if applicable) |
| [*Example: printing of 5000 brochures, A4, all colour, 25g cunstdruck paper, delivery to the project office premises…]* | *[Example: Feb 2015]* | *[Example: sufficient number of qualified and experiences staff (designer, printer), previous experience…]* |

|  |  |  |
| --- | --- | --- |
| Title of activity 2\*add as many activities as needed | | |
| Description of expected outputs / results to be achieved | Required time frame | Required inputs (if applicable) |
| *[Examples: translation of 50 standard A4 pages (project reports) from XX to English language and interpretation services…]* | *[Examples: translation June-December 2015, interpretation Feb 2016…]* | *[Examples: 2 qualified interpreters, at least 1 qualified translator, requirements for key experts…]* |

1. **ADDITIONAL INFORMATION**

The tenderers are required to indicate in which country they are established and to present the supporting evidence normally acceptable under the law of that country, attached to the legal entity form (see template G5).

The submission of the tender implies acceptance by the tenderer of the terms and conditions set out in the procurement documents and that such submission binds the contractor to whom the contract is awarded during performance of the contract.

The period during which a tender will remain valid and shall not be modified in any respect is < XX >.

The draft contract is attached to this invitation to tender. <Attach draft contract.>

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the programme and national bodies, the European Commission, the European Anti-Fraud Office (OLAF), the European Public Prosecutor’s Office (EPPO) and the European Court of Auditors.

Any contact between the contracting authority and the tenderer during the procedure is forbidden, save in exceptionally cases as foreseen in European legislation[[4]](#footnote-4).

Award criteria

[The contract will be awarded to the tenderer that submitted an administratively and technically compliant tender and offered the lowest price.]

[The contract will be awarded to the tenderer that submitted an administratively and technically compliant tender and offered the best value for money. Technical offer will be considered with the weight of XX% and financial offer will be considered with the weight of XX% during the evaluation.

<insert evaluation grid with the detailed weight of the scores>]

1. It is recommended that the submission deadline is minimum 7 days. [↑](#footnote-ref-1)
2. The tender (either submitted via post/courier service or e-mail) must arrive by this deadline. [↑](#footnote-ref-2)
3. For estimated value contracts up to **15 000 EUR**, the criteria may not be requested. [↑](#footnote-ref-3)
4. art. 169 of Financial Regulation (Regulation no. 2018/1046) [↑](#footnote-ref-4)