

19/07/2024

Our ref: 2024/454-229-TD12

INVITATION TO TENDER FOR Berlin and Bologna events logistics

Dear Sirs,

I am pleased to inform you that you are invited to take part in the simplified tender procedure for the above contract. The complete tender dossier attached to this letter includes:

- A. Instructions to tenderers and contract notice**
- B. Draft contract agreement and special conditions with annexes:**
 - I. General conditions for service contracts
 - II. Terms of reference
 - III. Organisation and methodology (to be submitted by the tenderer using the template provided)
 - IV. Budget (to be submitted by the tenderer as the financial offer using the template provided)
 - V. Forms and other supporting documents
- C. Other information:**
 - I. Administrative compliance grid
 - II. Evaluation grid
- D. 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:
<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>

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.