

21.02.2020

Project title: „Building ENergy Efficiency ImprovemenT- Benefit“

INVITATION TO TENDER

Contract title: „ External Expertise and Services: Project assistance evaluation in tender procedures and acceptance committee“

Publication reference: BENEFIT-CN1-SO 2.1-SC 007 (08-123/3)

I am pleased to inform you that you are invited to take part in the simplified procedure for the above contract. The complete tender dossier is attached to this letter. It 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. Key experts (including templates for the summary list of key experts and their CVs)
- V. Budget (to be submitted by the tenderer as the financial offer using the template provided)
- VI. 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: <http://ec.europa.eu/europeaid/prag/document.do> We will be very glad if you send us confirmation that you download tender dossier on e-mail address: benefitipa@gmail.com

The deadline for submission of tenders is 16:00h Central European Time on 28.02.2020

Yours sincerely
Project Team Benefit

Mayor
MSc Natasha Petrovska