Dear Madam/Sir,

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

A. Instructions to Tenderers

B. Draft contract and special conditions including annexes:
   - Annex I: general conditions
   - Annex II + III: technical specifications + technical offer
   - Annex IV: budget breakdown (model financial offer)
   - Annex V: forms

C. Further information:
   - Administrative compliance grid
   - Evaluation grid

D. Tender form for a supply contract and 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 page:
https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG

We look forward to receiving your tender which must be submitted no later than the submission deadline mentioned in the Contract Notice.

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,

Dimitrios Karabalis
Head of Mission