



10 May 2024

**Our ref: EUMM-24-9106**

**INVITATION TO TENDER FOR SERVICE CONTRACT FOR PROVISION OF MOTOR INSURANCE SERVICES FOR EUMM GEORGIA FLEET**

**Dear Madam/Sir,**

I am pleased to inform you that your firm is invited to take part in the Open tender procedure for the above contract. The complete tender dossier includes:

- A. Instructions to tenderers**
- 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 (D1) including Declaration of Honour (D2)**

For full details of the tendering procedures and if editable templates are needed, 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 submitted no later than the deadline and according to the requirements set out in the Instructions to tenderers.

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.

Yours sincerely,

Bettina Boughani  
Head of Mission  
EUMM Georgia