

<LETTER OF INVITATION TO TENDER>  
Use Letterhead of the Contracting Authority

<Place and date>

<Name and address of potential tenderer>

Our ref.: EuropeAid/139549/IH/WKS/UG

**SUBJECT: INVITATION TO TENDER FOR THE REHABILITATION OF THE TORORO-GULU RAILWAY**

Dear Mr/Ms <Name of contact person>

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

**VOLUME 1**

- SECTION 1: INSTRUCTIONS TO TENDERERS
- SECTION 2: TENDER FORM
  - Annex 1 - Declaration of honour on exclusion and selection criteria.....Form a.15
- SECTION 3: TENDER GUARANTEE FORM
- SECTION 4: QUESTIONNAIRE
  - Additional notice to tenderers
  - General information about the tenderer ..... Form 4.1
  - Organisation chart ..... Form 4.2
  - Power of attorney ..... Form 4.3
  - Financial statement ..... Form 4.4
  - Financial identification form ..... Forms 4.5 a) + b)
  - Technical qualifications:
    - Overview of the tenderer’s staff.....Form 4.6.1.1
    - Staff to be employed on the contract.....Form 4.6.1.2
    - Professional experience of key staff
      - Curriculum vitae.....Form 4.6.1.3
      - Plant ..... Form 4.6.2
      - Work plan and programme..... Form 4.6.3
      - Experience as contractor ..... Form 4.6.4
      - Data on joint ventures ..... Form 4.6.5
      - Litigation history ..... Form 4.6.6
      - Quality assurance system(s) ..... Form 4.6.7
      - Accommodation for the supervisor ..... Form 4.6.8
      - Further information ..... Form 4.6.9
- SECTION 5: ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID
  - Administrative compliance grid
  - Evaluation grid

**VOLUME 2**

- SECTION 1: CONTRACT FORM
- SECTION 2: GENERAL CONDITIONS FOR WORKS CONTRACTS
- SECTION 3: SPECIAL CONDITIONS
- SECTION 4: SPECIMEN PERFORMANCE GUARANTEE
- SECTION 5: SPECIMEN PREFINANCING PAYMENT GUARANTEE
- SECTION 6: SPECIMEN RETENTION GUARANTEE
- SECTION 7: TAX AND CUSTOMS ARRANGEMENTS

**VOLUME 3**

TECHNICAL SPECIFICATIONS

**VOLUME 4**

FINANCIAL OFFER UNIT PRICE CONTRACTS

**VOLUME 5**

DESIGN DOCUMENTS, INCLUDING DRAWINGS

For full information about procurement procedures please consult the Practical Guide and its annexes, which can be downloaded from the following web page:  
<http://ec.europa.eu/europeaid/prag/document.do>

We look forward to receiving your tender and the accompanying tender guarantee.

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,

< Name and signature >