**Letter of invitation to tender**

**<**Letterhead of Project partner**>**

<Place and date>

**<Contract title>**

**<Ref. number>**

Dear Sirs,

**SUBJECT: INVITATION TO TENDER**

This is an invitation to tender for the above-mentioned supply contract. Please find enclosed the following documents, which constitute the tender dossier:

1. Instructions to tenderers
2. Draft contract and special conditions, including annexes

* Draft contract
* Special conditions
* Annex i: general conditions
* Annex ii +iii: technical specifications + technical offer
* Annex iv: budget breakdown (financial offer)
* Annex v: forms

1. Further information
2. For simplified procedure:

**LIST OF ENTITIES INVITED TO SUBMIT A TENDER**

< Alphabetical, numbered list with the leader shown in bold type in the case of a consortium >

1. Administrative compliance grid
2. Evaluation grid
3. Tender form for a supply contract

We look forward to receiving your tender [and the accompanying tender guarantee] before the submission deadline at the address specified in the Instructions to tenderers.

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 Project partner 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 **>**