|  |
| --- |
| **Name and address of the contracting authority:** […………..]  **Title of the tender:** […………..]  **Reference number:** […………..]  **Launching date:** [dd/mm/yyyy] |

**Request for offer - Supply**

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

[………………………………….]

Deadline for submission of the tenders:

The deadline for submission of tenders is [**dd/mm/yyyy at xx:xx hours**][[1]](#footnote-1).

Award notification:

The successful tenderer will be informed on the results of the evaluation procedure in written form.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the attached **submission form.** The tender will be submitted in **1 original**. Any tenders not using the prescribed form will be rejected by the contracting authority.

The tenders must be submitted in sealed envelopes, containing the following information:

* Name and address of the tenderer
* Title of the tender: […………..]
* Reference number: […………..]
* The words: ‘’Not to be opened before the tender opening session’’

The tenders can be submitted in person, by post or courier service to the following address:

[Name and Address of the contracting authority

Contact person (optional)]

The tenderers are reminded that in case the tender is submitted in person it must arrive to the contracting authority by the deadline indicated above. Otherwise, the tender will be automatically rejected.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide supplies as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Number of items** | **Title of item** | **Technical specifications** |
| **Supplies \*mentioning brand names is not allowed** | | | |
| **1.1.** | *5* | *Examples: desk top computers* | *Examples: Computers: at least 500 GB hard disk, at least 5 Mhz processor* |
| **1.2.** | *1* | *Examples: motor vehicle* | *Examples: at least 1350 ccm, at least 41 kw, maximum CO2 emission 120g/km* |
| **1.[…]** |  |  |  |
| **Installation (\* delete this section if it is not applicable)** | | | |
| **2.1.** |  | *Examples: Installation of computers (Item no 1.1.) into existing network* | *Examples: The existing network has the following specifications...... The tenderer is required to ensure full installation of computers and accompanying equipment into the network, to the level of full compatibility and working state* |
| **Other (\* delete this section if it is not applicable)** | | | |
| **3.1.** |  | *Examples: Manuals of instructions* | *Examples: Full set of manuals of instructions for the item XX* |

1. **ADDITIONAL INFORMATION**

Rule on nationality

Tenderer must respect the rule on nationality as specified in chapter 2.3.1 of the Practical Guide for Procurement and Grants for European Union external actions.

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The evaluators’ decisions are collective and its deliberations are held in closed session. The evaluators are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written form. The estimated time of response to the tenderers is [XX] days from the deadline for submission of tenders.

Selection criteria

The contract will be awarded to the tenderer that submitted an administratively and technically compliant tender and offered the lowest price.

1. The deadline for the submission of tenders submitted by post or courier service is the indicated date as evidenced by the date of dispatch, the postmark or the date of the deposit slip. [↑](#footnote-ref-1)