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

**Request for offer - Service**

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 services as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

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| --- | --- | --- |
| Title of activity 1*(examples: printing of promotional material, translation, etc.)* | | |
| Description of expected outputs / results to be achieved | Required time frame | Required inputs (if applicable) |
| [*Example: printing of 5000 brochures, A4, all colour, 25g cunstdruck paper, delivery to the project office premises…]* | *[Example: Feb 2015]* | *[Example: sufficient number of qualified and experiences staff (designer, printer), previous experience…]* |

|  |  |  |
| --- | --- | --- |
| Title of activity 2\*add as many activities as needed | | |
| Description of expected outputs / results to be achieved | Required time frame | Required inputs (if applicable) |
| *[Examples: translation of 50 standard A4 pages (project reports) from XX to English language and interpretation services…]* | *[Examples: translation June-December 2015, interpretation Feb 2016…]* | *[Examples: 2 qualified interpreters, at least 1 qualified translator, requirements for key experts…]* |

1. **FINANCIAL INFORMATION**

The tenderers are reminded that the maximum available value of the contract is [amount][EUR/ National currency].[[2]](#footnote-2)

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 with and offered the best value for money. Technical offer will be considered with the weight of 80% and financial offer will be considered with the weight of 20% during the evaluation.

***Recommendation to the Contracting Authority for requesting a detailed offer[[3]](#footnote-3)***

* In order to have a more substantial technical assessment it is strongly recommended to ask for a very detailed offer.
* Furthermore, the Contracting Authority is allowed to ask for additional documentation relating to the subject of the request to further improve the quality of the technical assessment and the scoring process.
* In case the Contracting Authority asks for additional documentation such as a detailed description, content summary for a study, methodology for the implementation of the task(s), etc. please indicate the required documents and its expected content in chapter 2 ‘Technical information’ of this document. In addition, please call the attention of the potential tenderers that during the evaluation the technical scores will be given based on the content of the offer and the requested documentation.

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)
2. In case of Serbian Beneficiaries it shall be filled in with net amount, in case of Hungarian Beneficiaries it shall be filled in with Net amount + VAT amount. The amount shall be calculated by using the Inforeuro exchange rate from the month of launching the tender procedure [↑](#footnote-ref-2)
3. Please do not send this page of the document when sending the Request to the tenderers. [↑](#footnote-ref-3)