**To Whom It May Concern:**

**Our ref: 2007CB16IPO006-2009-1-49/PP2/2**

Dear Mr/Ms

**SUBJECT: INVITATION TO TENDER FOR „Constructional works in Palilula – reconstruction of School yard of the primary school Kralj Petar I in Pasi Poljana, Niš” under subsidy contract 2007 RD-02-29-227 /28.07.2011, project No 2007CB16IPO006-2009-1-49/PP2/2 (***Budget line BL6***)**

I am pleased to inform you that your firm/consortium is invited to take part in the competative negotiation procedure for the above works contract. Please find enclosed the following documents, which constitute the tender dossier:

**VOLUME 1**

INSTRUCTIONS TO TENDERERS

TENDER FORM and Appendix to the Tender

QUESTIONNAIRE

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 offer Form 4.6

Overview of the tenderer’s personnel ………………..Form 4.6.1.1

Personnel to be employed on the contract Form 4.6.1.2

Professional experience of key personnel

Curriculum vitae Form 4.6.1.3

Plant Form 4.6.2

Workplan 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 - *Not Applicable*

Further information……………………………………..Form 4.6.9

ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

**VOLUME 2**

 CONTRACT FORM

 GENERAL CONDITIONS FOR WORKS CONTRACTS

 SPECIAL CONDITIONS

 SPECIMEN PERFORMANCE GUARANTEE

**VOLUME 3**

TECHNICAL SPECIFICATIONS

**VOLUME 4**

FINANCIAL OFFER LUMP SUM CONTRACTS

**VOLUME 5**

DESIGN DOCUMENTS, INCLUDING DRAWINGS

For full information about procurement procedures please consult the Practical Guide to contract procedures for EU external actions and its annexes, which can be downloaded from the following web page: <http://ec.europa.eu/europeaid/work/procedures/index_en.htm>

We look forward to receiving your tender and the accompanying tender guarantee at the address specified in the Instructions to Tenderers before 14 PM am on 08.01.2013. 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,

**Boban Dzunic**

**City municipality President**