



EUROPEAN COMMISSION

Directorate-General for International Cooperation and Development

Resources and Centre of Gravity and Human of Resources in Delegation

Local Support and Logistics

Brussels,
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Our ref: EuropeAid/138778/DH/SER/Multi Lots 1,2,3,4,5 and 6

Dear Madams/Sirs

INVITATION TO TENDER FOR FRAMEWORK CONTRACT SERVICES FOR THE IMPLEMENTATION OF EXTERNAL AID 2018 ('FWC SIEA 2016')

This is an invitation to tender for the above mentioned service framework contract. The following documents, which constitute the tender dossier, can be found on the dedicated e-tendering website page¹:

A. Instructions to tenderers

B. Draft Contract Agreement and Special Conditions with annexes:

- I. General Conditions for service contracts
- II. Global Terms of Reference with attached the list of sectors of the lots;
- III. Global Organisation and Methodology (to be submitted by the tenderer using the template provided) and Annex
- IV. Management Team experts grid template
- V. Global Financial Offer (to be submitted by the tenderer using the template);
- VI. Forms and other supporting documents
- VII. Draft Specific Contract with annexes:
 - a Request for Services template;
 - b (i) Specific Terms of Reference template;
 - c (i) Specific Fee-based Evaluation Grid template;
 - c (ii) Specific Global Price Evaluation Grid template
 - d (i) Specific Organisation and Methodology template
 - d (ii) Specific Contract Organisation and Methodology template - Annexes 1 and 2
 - e (i) Specific Fee-based Financial Offer template;
 - e (ii) Specific Global Price Financial Offer template;
 - f (i) Expert's CV template
 - f (ii) Statement of exclusivity and availability template;
 - g Expenditure Verification Terms of Reference and Report of Factual Findings;
 - h Specific Contract Performance Evaluation template;
- VIII. Annual Report and statistics template
- IX. Local Partner Network

¹ <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2380>

C. Framework Contract Evaluation Grid

D. Tender submission form

- I. Expert Grid template
- II. Expertise Grid template
- III. Project References Grid template
- IV. Declaration of honour on exclusion and selection criteria
- V. Project Director and substitute CV template

For full details of the tendering procedures, please see the **Practical Guide and its annexes**, which may be downloaded from the following website: <http://ec.europa.eu/europeaid/prag/document.do> .

We look forward to receiving your tender before the deadline set in point 2 of the Instructions to Tenderers. Please send it to the address and with the requirements given in point 11. By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means.

Yours faithfully

Jean-Hervé RAMAT
(Head of Unit R5)