



EUROPEAN UNION  
DELEGATION TO THE REPUBLIC OF SERBIA

Head of Finance, Contracts and Audit Section

Belgrade

Our ref.: EuropeAid/139201/DD/WKS/RS

Dear Mr/Ms

**SUBJECT: INVITATION TO TENDER FOR RECONSTRUCTION OF JUDICIAL  
ACADEMY BUILDING IN BELGRADE**

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

**VOLUME 1**

SECTION 1: INSTRUCTIONS TO TENDERERS

SECTION 2: TENDER FORM

Annex 1 - Declaration of honour on exclusion and selection criteria.....Form a.15

SECTION 3: TENDER GUARANTEE FORM

SECTION 4: QUESTIONNAIRE

Additional notice to tenderers

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 qualifications:

Overview of the tenderer's staff.....Form 4.6.1.1

Staff to be employed on the contract.....Form 4.6.1.2

Professional experience of key staff

Curriculum vitae.....Form 4.6.1.3

Plant..... Form 4.6.2

Work plan 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

Further information .....Form 4.6.9

SECTION 5: ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

Administrative compliance grid

Evaluation grid

**VOLUME 2**

SECTION 1: CONTRACT FORM

SECTION 2: GENERAL CONDITIONS FOR WORKS CONTRACTS

SECTION 3: SPECIAL CONDITIONS

SECTION 4: SPECIMEN PERFORMANCE GUARANTEE

SECTION 5: SPECIMEN PREFINANCING PAYMENT GUARANTEE

SECTION 6: SPECIMEN RETENTION GUARANTEE

**VOLUME 3**

TECHNICAL SPECIFICATIONS

**VOLUME 4**

FINANCIAL OFFER UNIT PRICE CONTRACT

**VOLUME 5**

DESIGN DOCUMENTS, INCLUDING DRAWINGS

For full information about procurement procedures please consult the Practical Guide and its annexes, which can be downloaded from the following web page: <http://ec.europa.eu/europeaid/prag/document.do>. For documents published in duplicate the PDF version prevails.

We look forward to receiving your tender and the accompanying tender guarantee.

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 contracting authority 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,



Antonio IZQUIERDO

First Counsellor