



EUROPEAN UNION
DELEGATION TO THE REPUBLIC OF SERBIA
Finance and Contracts
The Head of Section

Belgrade, 20.9.2011
RH/VMA/DP 2011D 3235

LETTER OF INVITATION TO TENDER

Our ref.: 09PHARE01/01/11

Dear Madam/Sir,

**SUBJECT: INVITATION TO TENDER FOR
"PRESERVING AND RESTORING CULTURAL HERITAGE FACILITY IN
SENJSKI RUDNIK"**

Reconstruction and restoration of the buildings of Aleksandar's shaft

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

Appendix to the Tender

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 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

Further information.....Form 4.6.9

SECTION 5: ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

5.1 Administrative compliance grid

5.2 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 CONTRACTS

VOLUME 5

DRAWINGS

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

Any request for clarification must be received by the EU Delegation to the Republic of Serbia in writing at least 21 days before the deadline for submission of tenders. The EU Delegation will publish on the web site: www.europa.rs, a reply to tenderers questions at least 11 days before the deadline for submission of tenders. If the Contracting Authority, either on its own initiative or in response to a request from a tenderer provides additional information on the tender dossier, it will send such information in writing to all tenderers at the same time.

Costs incurred by the tenderer in preparing and submitting the tender proposals will not be reimbursed.

If you incorporate deviations from those requirements in the editable tender documents you actually submit, those deviations will not be taken into account in the evaluation of your tender.

We look forward to receiving your tender and the accompanying tender guarantee at the address specified in the Instructions to Tenderers before 21st November 2011 at 12:00 (noon).

Yours sincerely,


Renaud HENOUMONT