



29.05.2019

<Name and address of potential tenderer>

Our ref.: CN1-SO2.1-SC025-No 04 (02-1/107-4)

**SUBJECT: INVITATION TO TENDER FOR Replacement of the windows and erection of solar panels in the Secondary School St, Kiril and Metodij, Negotino**

Dear Mr/Ms

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, with CONTRACT NOTICE

SECTION 2: TENDER FORM

- Declaration of honour on exclusion and selection criteria..... Form a.14

SECTION 3: FORMS regarding selection criteria:

- Legal entity file..... Form 4.5.b  
(to be added in the document)

SECTION 4: TECHNICAL OFFER:

- Financial capacity ..... Form 4.4
- Overview of the tenderer's staff ..... Form 4.6.1.2
- Technical and professional capacity ..... Form 4.6.5
- CVs of key staff ..... Form 4.6.1.3
- Plant ..... Form 4.6.2
- Work plan and programme ..... Form 4.6.3
- Power of attorney ..... Form 4.3
- Financial identification form..... Form 4.5.a  
(to be added in the document)

SECTION 5: ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

- Administrative compliance grid
- Evaluation grid
- List of entities invited to submit the tender

**VOLUME 2**

SECTION 1: CONTRACT FORM

SECTION 2: GENERAL CONDITIONS FOR WORKS CONTRACTS

[EDF: SECTION 7: TAX AND CUSTOMS ARRANGEMENTS]

SECTION 3: SPECIAL CONDITIONS

**VOLUME 3**

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TECHNICAL SPECIFICATIONS

**VOLUME 4.2**

<FINANCIAL OFFER LUMP SUM CONTRACTS>

**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/funding/about-funding-and-procedures/procedures-and-practical-guide-prag\\_en](http://ec.europa.eu/europeaid/funding/about-funding-and-procedures/procedures-and-practical-guide-prag_en)

We look forward to receiving your tender.

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,

Secondary Municipal School St. Kiril i Metodij  
Str. Industriska bb  
1440 Negotino

Principal of the  
Secondary Municipal School  
St. Kiril i Metodij - Negotino  
Mr. Dragan Vasilev

