

19.08.2019

**Our ref: BENEFIT-CN1-SO 2.1-SC 007 (08-522/3)**

**INVITATION TO TENDER FOR**

Development of web-based Energy Efficiency Platform that includes an integrated decision-support tool for the support of public authorities in EE planning, External expert for Implementation of web-based Behaviour Change Platform for energy efficiency, Project web site translations and update during the project

Dears,

I am pleased to inform you that you are invited to take part in the simplified procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

- A. Instructions to tenderers and contract notice**
- B. Draft contract agreement and special conditions with annexes:**
  - I. General conditions for service contracts
  - II. Terms of reference
  - III. Organisation and methodology (to be submitted by the tenderer using the template provided)
  - IV. Key experts (including templates for the summary list of key experts and their CVs)
  - V. Budget (to be submitted by the tenderer as the financial offer using the template provided)
  - VI. Forms and other supporting documents
- C. Other information:**
  - I. List of entities invited to submit a tender
  - II. Administrative compliance grid
  - III. Evaluation grid
- D. Tender submission form and declaration of honour on exclusion and selection criteria**

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 which has to be sent no later than the deadline set in point 8 of the Instructions to Tenderers. Please send it to the address and with the requirements given in point 8. By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means. If you decide not to submit a tender, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

We will be very glad if you send us confirmation that you download tender dossier on e-mail address: [benefitipa@gmail.com](mailto:benefitipa@gmail.com)

Yours sincerely

Natasha Lukic Project Manager

Mayor

MSc Natasha Petrovska

