**Request for offer - Supply**

**<Contract title>**

**<Reference number>**

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

<………………………………….>

Deadline for submission of the tenders:

The deadline[[1]](#footnote-1) for submission of tenders is <**dd/mm/yyyy at xx:xx hours**>[[2]](#footnote-2).

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the attached **submission form.** The tender will be submitted by post, by courier service via e-platform, or **via email, signed and scanned**. Any tenders not using the prescribed form will be rejected by the contracting authority. In case of e-mail submission, tender documents should be attached in a compressed and encrypted file. The password will be requested after the deadline and before tender opening session.

In case the tenders are submitted in sealed envelopes, they must contain the following information:

* Name and address of the tenderer
* Title of the tender: <contract title>
* Reference number: <reference number>
* The words: ‘’Not to be opened before the tender opening session’’

The tenders can be submitted, by post, or courier service to the following address:

<**N**ame and Address of the contracting authority>

<Contact person>

The signed and scanned tender can be submitted via e-mail to the following e-mail address:

<e-mail address>

The tenderers are reminded that the tender must arrive to the contracting authority by the deadline indicated above even in case it is submitted by post or by courier service. Otherwise, the tender will be automatically rejected.

Award notification:

The tenderers will be informed on the results of the evaluation procedure in written form.

1. **FINANCIAL INFORMATION**

The maximum available value of the contract is <XX> [EUR][National currency].

Subcontracting is [not] allowed.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide supplies as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Number of items** | **Title of item** | **Technical specifications** |
| **Supplies**  (Mentioning brand names is only allowed if the “or equivalent” option is available, allowing to offer other brands.) | | | |
| **1.1.** | *5* | *Examples: desk top computers* | *Examples: Computers: at least 500 GB hard disk, at least 5 Mhz processor* |
| **1.2.** | *1* | *Examples: motor vehicle* | *Examples: at least 1350 ccm, at least 41 kw, maximum CO2 emission 120g/km* |
| **1.[…]** |  |  |  |
| **Installation**  (\* delete this section if it is not applicable) | | | |
| **2.1.** |  | *Examples: Installation of computers (Item no 1.1.) into existing network* | *Examples: The existing network has the following specifications...... The tenderer is required to ensure full installation of computers and accompanying equipment into the network, to the level of full compatibility and working state* |
| **Other**  (\* delete this section if it is not applicable) | | | |
| **3.1.** |  | *Examples: Manuals of instructions* | *Examples: Full set of manuals of instructions for the item XX* |

1. **ADDITIONAL INFORMATION**

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The evaluators’ decisions are collective and its deliberations are held in closed session. The evaluators are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the programme and national bodies, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written form. The estimated time of response to the tenderers is <XX> days from the deadline for submission of tenders.

Award criteria

[The contract will be awarded to the tenderer that submitted an administratively and technically compliant tender and offered the lowest price.]

[The contract will be awarded to the tenderer that submitted an administratively and technically compliant tender and offered the best value for money.

<insert evaluation grid with the detailed weight of the scores>]

1. It is recommended that the submission deadline is minimum 7 days. [↑](#footnote-ref-1)
2. The tender (either submitted via post/courier service or e-mail) must arrive by this deadline. [↑](#footnote-ref-2)