**Letter of invitation to tender**

**Supply and installation of 20kw photovoltaic system and electric car charging station in Resen**

**Resen, 17.03.2021**

**Municipality of Resen**

**Square Car Samoil no.20**

**7310 Resen, Republic of North Macedonia**

**Our ref.: GREEN INTER-E-MOBILITY – CN1-SO2.1-SC039, WP 5, D.5.3.1 (no.09-500/1)**

**SUBJECT: INVITATION TO TENDER FOR Supply and installation of 20kw photovoltaic system and electric car charging station in Resen**

Dear Mr/Ms

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

**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)

 - Financial capacity Form 4.4

 - Technical and professional capacity Form 4.6.5

SECTION 4: TECHNICAL OFFER:

 - Overview of the tenderer’s staff Form 4.6.1.2

 - 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

**VOLUME 2**

SECTION 1: CONTRACT FORM

SECTION 2: GENERAL CONDITIONS FOR WORKS CONTRACTS

SECTION 3: SPECIAL CONDITIONS

**VOLUME 3**

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>

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,**

Tatjana Sekuloska, Secretary

Keti Chachorovska , Chairperson

**Zhivko Gosharevski , Mayor**