

*ГЕРОНТОЛОШКИ ЦЕНТАР КИКИНДА*

*Gerontological Center Kikinda*

**Гeнeрaлa Дрaпшинa 99, 23300 Кикиндa**

**Letter of invitation to tender**

<Kikinda 08 September 2025>

Our ref.: < RORS00223/ GCKikinda/LP1/TD3>

**SUBJECT: INVITATION TO TENDER FOR <Renovation (Investment maintenance) of 500 m2 residential building for housing communities - Shelte>**

Dear Madam/Sir,

Further to your enquiry regarding the publication of the above-mentioned tender, the complete tender dossier includes:

**VOLUME 1**

SECTION 1: INSTRUCTIONS TO TENDERERS

SECTION 2: TENDER FORM

Annex 1 - Declaration of honour on exclusion and selection criteria….Form A.14a

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

Work plan 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

Administrative compliance grid

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**

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: <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>

We look forward to receiving your tender and the accompanying tender guarantee.

The tender and the accompanying tender guarantee has to be sent orhand delivered no later than the submission deadline at the address specified in the instructions to tenderers.

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,

Dragan Stjepanović, acting director