

October 2<sup>nd</sup>, 2023

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**To the k.a. of Mr Enrico BANCHELLI**  
[enrico.banchelli@pin.unifi.it](mailto:enrico.banchelli@pin.unifi.it)

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**Our ref:** N. TAI/RLC/TA02.2023-02 CIG: 9952738B36

**Candidate number 1**

**INVITATION TO TENDER FOR SERVICE CONTRACT of Technical Assistance to Implement the ROBBIKI LEATHER CITY-RLC- Relocation Project - T.A.I./RLC, Cairo, Egypt**

**Dear Mr. BANCHELLI,**

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

- A. Instructions to tenderers**
- 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
  - VII. Expenditure verification: terms of reference and report of factual findings
- C. Other information:**
  - I. Administrative compliance grid
  - II. Evaluation grid
- D. Tender submission form**

For your information your application to participate in this tender procedure fulfilled the technical selection criteria for the following references specified in your request to participate form: **No.1, No.6 and No.8.**

Under point 4.1 (6) of the instructions to tenderers you will be requested to submit documentary evidence for these references.

Only the candidates receiving this invitation letter may submit a tender. Any tender received from a legal or natural person not invited to tender will be rejected.

For full details of the tendering procedures and if editable templates are needed, please see the **practical guide and its annexes**, which may be downloaded from the following website:

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

We look forward to receiving your tender which has to be sent or hand delivered 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.

Yours sincerely

  
Ashraf Samuel

RUP - Sole person responsible for the procedure