

Date: March 26, 2021

Reference number: 09 - 164 / 2 - 2020

Project title: Palliative Care – My Care, My Right

Lot No: BELhospice and Civic Alliance_No 2

INVITATION TO TENDER FOR

- service -

Dear candidate,

We are pleased to inform you that you are invited to submit an offer for implementing the tasks listed in the Terms of Reference (Annex I) attached to this letter.

Information about tender

Procedure: Open

Nature of Contract: Service contract – global price

Offer format and details to be provided

Offer must be submitted as follows:

- Declaration Letter – Annex II
- Financial Offer (Annex III) by ToR (Annex I) in EUR excluding VAT
- The candidate's CV. Previous experience of the candidate with similar projects/activities has to be included in the CV, and two professional references have to be attached to the CV
- Certificate of resident

Submission of the offers

Interested candidates shall submit their offers in electronic format to the following email: office@belhospice.org and edina@gamn.org, before the deadline - April 9, 2021 at noon, Central European Time.

Grounds for exclusion: As part of the tender, tenderers must submit a signed declaration, Annex II attached to this letter, to the effect that they are not in any of the exclusion situations listed in Section 2.4 of the document “Annex 4 - Procurement by grant beneficiaries in the context of EU external action”.

Award criteria

The award criteria are best value for money. The best value for money is established by weighing technical capacity (the sufficient expertise and previous experience of the candidate with similar projects/activities) against price on an 80/20 basis. The method for evaluating technical capacity is described in detail in the Evaluation Scheme (Annex IV).

Signature of contract

The successful tenderer will be informed in writing that its offer has been accepted within 7 days after the deadline for submitting offers.

ANNEXES:

Annex I – Terms of Reference

Annex II – Declaration Letter

Annex III – Financial Offer

Annex IV – Evaluation Grid

We look forward to receiving your tender before the deadline.

Yours sincerely,

BELhospice and Civic Alliance