In case of reply, the

number and date of this

letter should be quoted

Our Ref: EU/GESP/04.19

Your Ref:

Tel No:

……..May, 2019

Dear Sir, Madam,

**SUBJECT: INVITATION TO TENDER FOR**  **REFURBISHMENT OF PUBLIC EMPLOYMENT CENTRES (PECS) AND SELECTED OFFICES UNDER THE GHANA EMPLOYMENT AND SOCIAL PROTECTION (GESP) PROGRAMME**

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

**VOLUME 1**

SECTION 1: INSTRUCTIONS TO TENDERERS

SECTION 2: TENDER FORM

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

SECTION 3: TENDER GUARANTEE FORM (*Not applicable*)

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 Form 4.5 a)

Legal Entity Forms Form 4.5 b)

Technical qualifications:

Overview of the tenderer’s staff …………Form 4.6.1.1

Staff to be employed on the contract Form 4.6.1.2

Professional experience of key staff:

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

SECTION 7: TAX AND CUSTOMS ARRANGEMENTS

**VOLUME 3**

TECHNICAL SPECIFICATIONS

**VOLUME 4**

FINANCIAL OFFER UNIT PRICE CONTRACTS

BILL OF QUANTITIES

**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/prag/document.do>

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,

**EBENEZER A. NORTEY  
HEAD, EEA UNIT  
for: MINISTER**