



Beirut, 24 SEP 2024

Our ref: ELISSA/CALL/SUP/2024/01 – CIG B3250583CD

INVITATION TO TENDER FOR: Supply of IT equipment for the Social Development Centers of the Ministry of Social Affairs in the framework of the project “EU 4 Lebanon – Inclusive Services for Social Actions – ELISSA” - Lebanon

Dear Madam/Sir,

I am pleased to inform you that you are invited to take part in the local open procedure for the above supply contract. The complete tender dossier includes:

- A. Instructions to tenderers**
- B. Draft contract agreement and special conditions with annexes:**
 - Draft contract
 - Special conditions
 - Annex I: general conditions
 - Annex II + III: technical specifications + technical offer + ancillary services documents
 - Annex IV: budget breakdown (model financial offer)
 - Annex V: other forms
 - Annex VI: informative on physical person data protection
 - Annex VII: informative on financial flow traceability
- C. Other information:**
 - I. Administrative compliance grid
 - II. Evaluation grid
- D. Tender submission form and declaration of honour on exclusion and selection criteria**

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 which has to be submitted no later than the submission deadline mentioned in the Contract Notice.

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

Head of AICS Beirut Office
Alessandra Piermattei

