



## LETTER OF INVITATION TO TENDER

Cetinje, 03/12/2019

Our ref.: 01-4311

**SUBJECT: INVITATION TO TENDER FOR Reconstruction of Prison building in the old town of Kotor for the needs of the Creative Hub with residences**

Dear Mr/Ms,

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 and Contract notice

SECTION 2: TENDER FORM

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

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 ..... Form 4.5 a)

Legal entity form.....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

**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:  
<http://ec.europa.eu/europeaid/prag/document.do>

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

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.

Yours sincerely,

Dražen Blazić  
State Secretary  
Ministry of Culture of Montenegro

