# TEMPLATE GEN 11: Tender Notice

# (For procurements above EUR 149,999)

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| *Where you see:* **(Note:….)** *this is just a guidance for you and you shall delete these notes from the document.*    *Where you see <…> please enter information.*    *Options are marked* (Option:…)    ***Where this appears*** [insert ] ***it is the supplier who shall insert information.*** |

# TENDER NOTICE

**Reference:** <insert RFQ/RFP/Tender reference no.>

**Item number and title:** <insert lot number/s> **Contracting Authority:** <Name of the Contracting Authority>  
**Deadline for submission of offer:** <insert date for deadline of submission of bids>

**INVITATION TO BID**

<Name of the Contracting Authority> is launching a <insert: Request for Quotation/Request for Proposal/International Open Tender or Local Open Tender> and invites interested suppliers/candidates to participate in the Procurement Procedure for the relevant lot(s):

* <insert main technical specifications of lot/item and quantity>
* <insert main technical specifications of lot/item and quantity>

1. All the goods are for a humanitarian project in <insert information> an intervention supported by <name of donor>.
2. All goods are to be delivered <insert Incoterm and destination, country>.
3. The offered prices shall be quoted in <insert currency> only.
4. <insert the exclusion, selection and award criteria>.
5. All offers, in English language only, must be delivered to the office mentioned below by <insert **time, date, year>**. Late bids will be rejected. Applicants with questions regarding this tender should send them in writing (fax or email) up to <insert time and date, year>.
6. Tenders will be opened at the address mentioned below at the time stated in the Tender Dossier. Tenderers or their authorized representative can be present at the opening of tenders.
7. (Option: The successful tenderer shall place a 10% Performance Guarantee upon signing the Contract). (Note: Delete option if not required).
8. **Tender documents will be available from <insert from date/time and to date/time>.** Interested tenderers may obtain the Tender Dossier in English at no cost from the Contracting Authority mentioned below.

<Insert Contracting Authority’s complete name and address, contact person, phone, email, fax no.>