

INVITATION LETTER TO PARTICIPATE IN A RESTRICTED PROCEDURE TO SELECT A PROFESSIONAL, ORGANISATION OR BUSINESS AS CONTRACTOR

Dear [name and surnames],

At [name of centre] we are developing the [name of project] project. [If appropriate, mention how the project is being funded]

The project consists of [brief description of the project. The following points can be included:].

1. [Theme/Field]
2. [Objectives]
3. [Participating members]
4. [Duration]

The project framework considers that all external professional or technical services should be selected by [description of method of selection. For example, tender, open call...] at [European Union/national/international] scale.

The project has the resources to enable it to engage a professional, organisation or business to undertake [describe the project/service]. The selection of the professional, organisation or business is being made by restricted procedure by invitation to three professionals who have been selected in light of their professional profiles.

Consequently, we are sending you the rules for the selection process and encourage you to become involved and active in the [name of project] project.

By way of information, we can tell you that the budget that we have available to contract for [project/service] is up to [€XXX] with taxes [included/excluded] for [project/service] to be undertaken on a [full/part-time] basis to be paid in two instalments [XX]% on commencement and [XX]% on completion of the project/service.

We would be most grateful, if indeed you are interested, if you could provide the material called for by the rules of the competition as soon as possible. The decision will be made known on [day] [month] [year].

Thanking you in advance,

[Name and surnames of the representative]

[Title]

[Name/code name of the project, if appropriate]