

Below Threshold National Guidelines Apply	Verification of Declaration	Open Procedure	Ref. O.na4 Version 1.0 10 June 2013
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To [Name and address of Tenderer]

Re Invitation to Tender [Name of Contract]

OJEU/etenders [Insert reference no. e.g. 2013/s-xx/xxxxx]
Contract
Notice
Reference No.

Date

By¹ Email/fax/post/hand

SUBJECT TO CONTRACT/CONTRACT DENIED

A Dhaoine Uaisle

I refer to your tender for the above contract.

Your tender has been identified as the apparently successful tender, subject to verification of your qualification status.

In order to allow [insert name of contracting authority] to verify your qualification status, please provide the following by [insert date]:

Documentary evidence that you meet the minimum criteria set out in form QW2¹/QC2¹; Suitability Assessment Questionnaire under 3.1, 3.2¹, 3.3 and 3.4 of that document.

Documentary evidence that you meet the minimum criteria set out in the supplements to form QW2²/QC2²; Suitability Assessment Questionnaire under 3.4.1¹, 3.4.2¹, 3.4.3¹ and 3.4.4¹.

²Documentary evidence that (each of) the specialist(s) proposed by you in response to the Specialist Areas identified at Section 1.6 of QW2 and named by you in Schedule Part 2E of the Form of Tender can meet the minimum criteria under 3.1, 3.2¹, 3.3 and 3.4 of form QW3; Suitability Assessment Questionnaire and under supplements 3.4.1 and 3.4.2¹ to that document.

We reserve the right to request further information from you if necessary.

Please note that no commitment of any kind, contractual or otherwise will exist unless and until a formal written contract has been executed for and on behalf of [insert name of contracting authority]. The conditional identification of your tender as being the apparently successful tender does not and will not give rise to any enforceable rights.

Is mise, le meas

Signed _____
On behalf of [Name of Contracting Authority]

¹ Delete as appropriate

² This paragraph is applicable to a tender for a works contract only – delete as appropriate.