

Below Threshold National Guidelines Apply	Verification of Declaration	Restricted Procedure	Ref. R.na2 Version 1.0 10 June 2013
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To [Name and address of Candidate]

Re Invitation to [Name of Contract]
Pre-Qualify

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

Date

By¹ Email/fax/post/hand

A Dhaoine Uaisle

I refer to your application to pre-qualify for the above contract.

We have assessed the applications to pre-qualify and you have been provisionally short-listed.

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 QW1¹/QC1¹; Suitability Assessment Questionnaire under 3.1¹, 3.2¹, 3.3¹ and 3.4¹ of that document.*
- *Documentary evidence that you meet the minimum criteria set out in the supplements to form QW1¹/QC1¹; 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 QW1 can meet the minimum criteria under 3.1¹, 3.2¹, 3.3¹ and 3.4¹ 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.

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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.