

INSTRUCTIONS TO TENDERERS

PROC 03/2016-2017

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

These instructions set out the rules for submitting, selecting and implementing contracts financed under this call for tenders, in conformity with the Practical Guide, (available on the internet at this address: <http://ec.europa.eu/europeaid/prag/document.do>).

1. Services to be provided

The services required by the Contracting Authority are described in the Terms of Reference. They are set out in Annex II to the draft contract, which forms Part B of this tender dossier.

2. Timetable

| | DATE | TIME* |
|--|------------|-------|
| Site visit (if any) | N/A | - |
| Information meeting (if any) | - | - |
| Deadline for requesting clarification from the Contracting Authority | 20.12.2016 | 12:00 |
| Last date for the Contracting Authority to issue clarification | 28.12.2016 | 12:00 |
| Deadline for submitting tenders | 10.01.2017 | 12:00 |
| Interviews (if any) | N/A | - |
| Completion date for evaluating technical offers | 11.01.2017 | 10:00 |
| Notification of award | - | - |
| Contract signature | - | - |
| Start date | 01.02.2017 | |

* All times are in the time zone of the country of the occupied Palestinian Territories (oPT)

□ Provisional date

3. Participation, experts and subcontracting.

- a) Participation in this tender procedure is open only to the invited tenderers.
- b) Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in Sections 2.3.3.1 or 2.3.3.2 of the **Practical Guide**. Should they do so, their tender will be considered unsuitable or irregular respectively.