|  |  |
| --- | --- |
| Name:  Tel:  E-mail:  Reference number: |  |

Call-off Inquiry

|  |  |
| --- | --- |
| Contracting authority: | Sida/The Embassy  Dep/Unit/Country  Address |
|  |  |
| Contact person: | Name of the responsible program officer/buyer |
|  |  |
| Call-off within the framework agreement: | Specify which framework agreement area the call-off inquiry will be in |
|  |  |
| Last date to submit a call-off response: | State the last date to submit a call-off response (time frames are specified in each framework agreement) |
|  |  |
| Send the call-off response: | State e-mail or address |
|  |  |
|  |  |

# General information

Write a general description of the buyer, reasons for the call-off and the goal of the call-off/delivery terms (or enclose ToR)

 Type here

# Specification of the assigment/Service

Description of the assignment/service (or enclose ToR)

  Type here

# Time-plan

Specify when the assignment/service shall commence and when it ends (or enclose ToR).

  Type here

# Call-off responses

The requirements for call-off responses may differ depending on the specific character and size of the assignment. The response may include the following:

1. Suggested personnel for the assignment, and short explanation of suggested persons suitability for the assignment
2. Short description of how the assignment will be designed and implemented (Method);
3. Time-plan and costs for the assignment.

  Type here

# EVALUATION OF Call-off responses

Specify in detail all evaluation criteria, scoring, etc.

  Type here

# DECISION regarding contract award

All consultants that have submitted a call-off response will be informed of the decision regarding contract award via email.

Yours sincerely,

  <name>   (signature and name in block letters)

Enclosure 1: Terms of reference (enclosed if appropriate)