



## Call-off Inquiry Ranked Framework Agreement

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Contracting authority:	Embassy name Dep/Unit Address
Reference number:	State the reference number
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 often specified in each framework agreement)
Send the call-off response:	State e-mail or address
The tender shall be valid until:	90 days from the last date to tender

### 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 assignment

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

## Decision regarding contract award

The consultant will be informed of the decision regarding contract award via email.

Enclosure 1: Terms of reference (enclosed if appropriate)