

26/08/2019

**Our ref: X-4-2/19-209**

Dear Sirs/Madam,

**INVITATION TO TENDER FOR Event organisation services for project "COLOURFUL COOPERATION", Novi Sad**

I am pleased to inform you that firm/the consortium led by you is invited to take part in the competitive negotiated procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

- A. Instructions to tenderers and contract notice**
- B. Draft Contract Agreement and Special Conditions with annexes:**
  - I. General Conditions for service contracts
  - II. Terms of Reference
  - III. Organisation and Methodology (to be submitted by the tenderer using the template provided)
  - IV. Key experts (including templates for the summary list of key experts and their CVs)
  - V. Budget (to be submitted by the tenderer as the Financial offer using the template provided)
  - VI. Forms and other supporting documents
- C. Other information:**
  - I. List of entities invited to submit a tender
  - II. Administrative compliance grid
  - III. Evaluation grid
- D. Tender submission form and declaration of honour on exclusion and selection criteria**

For full details of the tendering procedures, please see the **Practical Guide and its annexes**, which may be downloaded from the following website:  
<http://ec.europa.eu/europeaid/prag/document.do>

We look forward to receiving your tender before the deadline set in point 8 of the Instructions to Tenderers. Please send it to the address and with the requirements given in point 8. By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. If you decide not to submit a tender, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

Yours sincerely  
**Zorica Šijak, Departmental head**