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Structural Funds  
2007 - 2013



Clisura Dunării

## LETTER OF INVITATION TO TENDER

Moldova Noua, 23.09.2016

<Name & address of the entity>

Our ref: MIS Code 1238/ Technological High School Clisura Dunarii / Procurement number 09

Dear Sirs,

### INVITATION TO TENDER FOR Organization of events, Moldova Noua

I am pleased to inform you that <your 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 procurement 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 according to 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 relevant documents
- C. Other information:
  - I. List of entities invited to submit a tender
  - II. Administrative compliance grid
  - III. Evaluation grid
- D. Tender submission form

For full details of the tendering procedures, please refer to the **Practical Guide to contract procedures for EC external actions and its annexes**, which may be downloaded from the following Web site: [http://ec.europa.eu/europeaid/work/procedures/implementation/services/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm).

We look forward to receiving your tender before the deadline specified in point 7 of the Instructions to tenderers to the address specified in the same point. 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

David Izvernar Mihaela

Headmaster

