Date, 29/10/2020



Department for Development and International Projects of Zenica-Doboj Canton, Kučukovići 2, 72000 Zenica

**Our ref: 19-24-1247-49/20**

**INVITATION TO TENDER FOR EXTERNAL EXPERTIZE FOR REALIZATION OF ACTIVITIES UNDER THE ADRIONET WORK PACKAGE 5 (C), ZENICA**

Dear Sir/Madam,

I am pleased to invite you to take part in the simplified procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

1. **Instructions to tenderers and contract notice**
2. **Draft contract agreement and special conditions with annexes:**
3. General conditions for service contracts
4. Terms of reference
5. Organisation and methodology (to be submitted by the tenderer using the template provided)
6. Budget (to be submitted by the tenderer as the financial offer using the template provided)
7. Forms and other supporting documents (LEF, FIF, Tender Opening Report, Notification Letter)
8. **Other information:**
9. Administrative compliance grid
10. Evaluation grid
11. **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 which has to be sent no later than 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.

Yours sincerely

Đenana Čolaković

