

Letterhead of contracting authority

12.12.2019

Our ref: CB007.2.22.078 – BL4-services

INVITATION TO TENDER FOR, Insurance of IT expertise: Elaboration of project web site, IT consultancy for the development of 2 training packages for students & provision of lecturers, under project CB007.2.22.078 “Youth networking for economic exchange in the cross-border region”, Interreg – IPA BG-RS, call 2014TC16I5CB007-2018-2, Montana, Bulgaria

Dear Mr. /Mrs.,

I am pleased to inform you that your firm is invited to take part in the simplified 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 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. 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,

Eva Radeva,

Executive Director and Member of the Board of National Association Legal Initiative for Open Government

July 2019

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