Zaječar

07.09.2017.

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**„Maestro Travel“**

**Obrenovićeva 17/1a**

**18000 Niš**

**Our ref: CC-02/RORS 30**

Dear Mrs. Anakijev,

**INVITATION TO TENDER FOR Organization of meeting, debates, trainings, press conference and final conference,**

**Location: Bor District (Bor, Negotin, Kladovo and Majdanpek municipalities)**

I am pleased to inform you that your firm 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:

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
8. **Other information:**
9. List of entities invited to submit a tender
10. Administrative compliance grid
11. Evaluation grid
12. **Tender submission form**

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. Please send it to the address given in point 8. 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

Vladan Jeremić

direktor