



Republic of Serbia
MINISTRY OF EUROPEAN
INTEGRATION

Belgrade, Nemanjina 34

Date: 03. October, 2018

No: 337-00-00083/2017-05

Our ref: 42345 MEI 7

Dear Sirs,

INVITATION TO TENDER FOR Design and printing of promo material, Republic of Serbia

I am pleased to inform you that your company 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. Budget (to be submitted by the tenderer as the Financial offer using the template provided)
- V. 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

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

Mihajilo Dašić, Acting Assistant Minister



