15.01.2020.

**Our ref: RORS-337 / 01**

Dear Mr.

INVITATION TO TENDER FOR **Services related to the organization and implementation of events or meetings: Final Gala and Press Conferences.**

The tender is organized within the project **RoRS 337- ROmania Serbia NETwork for assessing and disseminating the impact of copper mining activities on water quality in the cross-border area (RoS-NET2), budgetary line: External expertise and services,** financed by the **Interreg-IPA Cross-border Cooperation Romania-Serbia Programme.** The contracting authority of this tender is West University of Timisoara.

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:

**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 before 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

Project Manager,

Vasile OSTAFE