



Activity 

Resita, 27 June 2013/ No. 162

To:

**Our ref: : MIS –ETC 1251 /ACTIVITY Foundation/09**

Dear Sir or Madame,

**INVITATION TO TENDER FOR “FILM”, Resita /09**

I am pleased to inform you that your firm is invited to take part in the single tender procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

**A. Instructions to tenderers**

**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 according to the template provided)
- IV. List of similar contracts (To be submitted by the tenderer according to the template provided)
- V. Budget (To be submitted by the tenderer as the Financial offer using the template provided)

**C. Other information:**

- I. List of entities invited to submit a tender
- II. Evaluation Report

**D. Tender submission form**

For full details of the tendering procedures, please refer to the **Practical Guide to contract procedures for EUexternal actions and its annexes**, which may be downloaded from the following Web site: [http://ec.europa.eu/europeaid/work/procedures/implementation/services/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm) .

We look forward to receiving your tender before the deadline specified in point 7 of the Instructions to tenderers to the address specified in the same point. 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,

**POTOCEANU Nadia**