



No._150a__ / 17. 06 2013/Resita

Our ref: MIS –ETC 1251 /ACTIVITY Foundation /07

Dear Sir or Madame ,

INVITATION TO TENDER FOR “MEDIA CAMPAGNE”

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 .

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,

Nadia Potoceanu