



No.____165a____/ 25.06 2013, Resita

Our ref. (Publication references) : MIS ETC 1251/ ACTIVITY Foundation/02 /

Dear Sir/Madame,

INVITATION TO TENDER FOR “Translation and interpretation”, Resita and Veliko Gradiste

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. 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)

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 EU external 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

Project manager

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