< Date >

<Name & address of the entity >

**Our ref:** CB007.2.22.010-SERV-01

**INVITATION TO TENDER FOR: “Organization and carrying out of events” within Project № CB007.2.22.010 “We have a dream”; Priority Axis: 2.Youth; Specific Objective****: 2.2. People-To-People Networking; Type of project: Soft, co-funded by EU through the Interreg-IPA CBC Bulgaria–Serbia Programme 2014 - 2020**

**Location –Montana District, Bulgaria and Nisava District, Serbia**

Dear <contact name>,

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

1. **Instructions to tenderers and contract notice**
2. **Draft contract agreement and special conditions with annexes:**
3. General conditions for service contracts
4. Terms of reference
5. Organisation and methodology (to be submitted by the tenderer using the template provided)
6. Budget (to be submitted by the tenderer as the financial offer using the template provided)
7. Forms and other supporting documents
8. **Other information:**
9. Administrative compliance grid
10. Evaluation grid
11. **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 which has to be sent no later than 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,

Chavdar Hristov - Chairman

This document has been produced with the assistance of the European Union through the Interreg-IPA CBC Bulgaria-Serbia Programme, CCI No.2014TC16I5CC007. The contents of this document are the sole responsibility of Association Center for development Montanesium and can in no way be taken to reflect the views of the European Union or the Managing Authority of the Programme.