



16.06.2020.

**Our ref: CB007.2.32.151/PP2/TD1**

**INVITATION TO TENDER FOR ‘DEVELOP HANDBOOK FOR ENVIRONMENTAL  
EDUCATION AND PROVIDE EDUCATORS TO CONDUCT ENVIRONMENTAL  
EDUCATION ACTIVITIES FOR CHILDREN’**

**Location: City of Niš, Nišava district, Republic of Serbia**

Dear Madam/Sir,

This is an invitation to tender for the above-mentioned service contract for simplified procedure. 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 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,

*Dragana Vukadinović*  
Dragana Vukadinović  
President of MB

