
20 May 2026

Our ref: RESPA/EC/SER01-26

INVITATION TO TENDER FOR AN EXPERT IN GRAPHIC/WEB DESIGN, VIDEO PRODUCTION, AND EVENT MANAGEMENT, WESTERN BALKANS

Dear Sir/Madam,

I am pleased to inform you that [you are] [your legal entity is] invited to take part in the simplified procedure for the above contract. The complete tender dossier includes:

- A. Instructions to tenderers and contract notice**
- B. Draft contract: main and special conditions and 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 expert's profile)
 - 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. Administrative compliance grid
 - II. 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:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>

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. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer. 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,

Signed by:

E602667CA744438

Amar Hrvat
Operations and Finance Manager