



6 February 2026

Our ref: ReSPA/EXT/SER/004-2026

INVITATION TO TENDER FOR Design and Delivery of an Intensive User Experience Design Training Programme for Montenegrin Civil Servants

Dear Sir/Madam,

I am pleased to inform you that your legal entity is invited to take part in the simplified procedure for the above contract. The complete tender dossier attached to this letter 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
 - 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
 - VII. Expenditure verification: terms of reference and report of factual findings
- 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,

Amar Hivat
Operations & Finance Manager



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