



16 February 2018
Danilovgrad, Montenegro (MNE)

Our ref: ReSPA/EC/SER/001-18

**INVITATION TO TENDER FOR THE PROVISION OF INTERPRETATION
AND TRANSLATION SERVICES**

Dear Madam/Sir,

I am pleased to inform you that your firm is invited to take part in the competitive negotiated procedure for the above contract. The complete tender dossier is attached to this letter and 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
 - IV. Key experts
 - V. Budget
 - 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 before the deadline specified in point 8 of the Instructions to Tenderers to the address specified in the same point. 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,

Vlatko Naumovski
Operations and Finance Manager - Coordinator