

25 March 2016
Danilovgrad, Montenegro (MNE)

Our ref: **ReSPA/CORE/SER/002-16**

**INVITATION TO TENDER FOR THE AWARD OF A CONTRACT FOR THE
PROVISION OF MOBILE COMMUNICATION SERVICE FOR RESPA
SECRETARIAT**

Dear Madam/Sir,

I am pleased to inform you that your agency and/or consortium are invited to take part in the competitive 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
- C. Tender Forms**
 - I. Technical Offer consisting of the following documents (to be submitted by the tenderer according to the templates provided):
 - a) Tender submission form, including all the administrative details, conditions of participation and selection criteria of the tenderer, and its annexes.
 - b) Technical Report.
 - II. Financial Offer (to be submitted by the tenderer according to the templates provided)
 - III. Forms
- D. Other information:**
 - I. Administration Compliance and Evaluation grids
 - II. List of entities invited

We look forward to receiving your tender before the deadline specified in point 7 of the Instructions to tenderers to the address specified in the same point. 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
RESPA Operations Manager