



14 October 2019  
Danilovgrad, Montenegro (MNE)

**Our ref: ReSPA/EC/SER/005-19**

**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 simplified procedure for the above contract. 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
  - 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. 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,

Vlatko Naumovski  
Operations and Finance Manager - Coordinator