



24 December 2019
Danilovgrad, Montenegro (MNE)

Our ref: ReSPA/EC/SER/007-19

**INVITATION TO TENDER FOR THE SOFTWARE DEVELOPMENT OF THE NEW
BUSINESS INFORMATION SYSTEM (BIS) IN RESPA**

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