

18 May 2018  
Danilovgrad, Montenegro (MNE)

Our ref: **ReSPA/CORE/SER/003-18**

**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 – Organisation and Methodology.
  - II. Financial Offer (to be submitted by the tenderer according to the templates provided)
- D. Other information:**
  - I. Administration Compliance and Evaluation grids
  - II. List of entities invited
  - III. Legal and Financial Form

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 & Finance Manager -Coordinator