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< Date >

<Name & address of invited candidate >

**Our ref: HR-RS00084 -030-02**

Dear <Contact name>,

**INVITATION TO TENDER FOR ORGANIZING EVENTS for the project S.O.O.S., at Sombor**

I am pleased to inform you that [your firm] [the consortium led by you] is invited to take part in the tender procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

1. **Instructions to tenderers**
2. **Draft Contract Agreement and Special Conditions with annexes:**
3. General Conditions for service contracts
4. Terms of Reference
5. Organisation and Methodology (to be submitted by the tenderer using the template provided)

1. Budget (to be submitted by the tenderer as the Financial offer using the template provided)
2. Forms and other supporting documents
3. **Other information:**
4. **LIST OF ENTITIES INVITED TO SUBMIT A TENDER**
5. Administrative compliance grid
6. Evaluation grid
7. **Tender submission form**

We look forward to receiving your tender before the deadline set in point 8 of the Instructions to Tenderers. 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

Emeše Uri, Legal representative