



LETTER OF INVITATION TO TENDER

Timișoara, 17.04.2014

Our ref.: 1425 / Politehnica University Timișoara / 01

INVITATION TO TENDER FOR ORGANIZATION OF EVENTS - WORKSHOP

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

A. Instructions to tenderers and procurement notice

B. Draft Contract Agreement and Special Conditions with annexes:

- I. General Conditions for service contracts
- II. Terms of Reference
- III. Organisation and Methodology (To be submitted by the tenderer according to the template provided)
- IV. List of references of the Contractor (To be submitted by the tenderer according to the template provided)
- V. Budget (To be submitted by the tenderer as the Financial offer using the template provided)
- VI. Forms and other relevant documents

C. Other information:

- I. List of entities invited to submit a tender
- II. Administrative compliance grid
- III. Evaluation grid

D. Tender submission form

For full details of the tendering procedures, please refer to the **Practical Guide to contract procedures for EC external actions and its annexes**, which may be downloaded from the following Web site:

http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm .

We look forward to receiving your tender before 20.05.2014, as 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,
Și.dr.ing. Francisc POPESCU