



09.05.2019
Municipality of Bitola
Bulevard 1-st of May 61,
7000 Bitola

Our ref: BENEFIT-CN1-SO 2.1-SC 007 (08-361/3)

INVITATION TO TENDER FOR

- External expert to support the Municipality employees in the coordination and day-to-day management of the project, Bitola
- External expert for the elaboration of 4 financial progress reports and 1 final report , Bitola

Dears,

I am pleased to inform you that you are invited to take part in the 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 (to be submitted by the tenderer using the template provided)
- IV. Key experts (including templates for the summary list of key experts and their CVs)
- V. Budget (to be submitted by the tenderer as the financial offer using the template provided)
- VI. Forms and other supporting documents

C. Other information:

- I. Administrative compliance grid
- II. 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 which has to be sent no later than 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

Natasha Lukic Project manager
Gordana Cvetkovska Boshevska Project Assistant
Goran Nedelkov Project Assistant