



LETTER OF INVITATION TO TENDER



October 2nd 2015

Our ref.: 0045-4049-1/2015

Dear Sirs,

SUBJECT: INVITATION TO TENDER FOR procurement of vehicles, furniture and IT equipment for the project "Increasing the Effectiveness of Employment Policies Towards Disadvantaged Groups", implemented by the National Employment Service

This is an invitation to tender for the above mentioned supply contract. Please find enclosed the following documents, which constitute the tender dossier:

- A. **Instructions to tenderers**
- B. **Draft contract and special conditions, including annexes**
 - Draft contract
 - Special conditions
 - Annex i: general conditions
 - Annex ii +iii: technical specifications + technical offer (to be tailored to the specific project)
 - Annex iv: budget breakdown (model financial offer)
 - Annex v: forms
- C. **Further information**
 - Administrative compliance grid
 - Evaluation grid
- D. **Tender form for a supply contract**

For full information about procurement procedures please consult the Practical Guide and its annexes, which can be downloaded from the following web page:
<http://ec.europa.eu/europeaid/prag/document.do>

We look forward to receiving your tender and the accompanying tender guarantee before the submission deadline at the address specified in the documents.

Yours sincerely,


Dragan Sikimic
National Project Director
National Employment Service

SRPS ISO 9001:2008

