

Date: 03/02/2022

**Our ref: LIFE20 NAT/AT/000063-TD01-F1**

**INVITATION TO TENDER FOR External services of project management, coordination and finance management for project: LIFE WILDisland, Petrovaradin**

Dear Madam/Sir,

I am pleased to inform you that your firm is invited to take part in the simplified procedure for the above contract. The complete tender dossier (attached to this letter) 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

Ivana Vasić

Project manager