



Out N: 705 / 08.05.2014

To CVETOMIRA PETKOVA

FACE SHOP.BG

1527, Sofia, 2, Byalo More Str. Office
FACE

Our ref: 2007CB16IPO008-2013-3-075-02

Dear Madam,

INVITATION TO TENDER FOR Purchase of advertising materials

For a project “THE SPIRIT OF TRADITIONS”, acronym: TSOT, approved for grants under the third call for proposals and contract title 2007CB16IPO008-2013-3-075, priority axis: Axis 2: Improvement the quality of life, Programme Bulgaria – Turkey

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

A. Instructions to tenderers

B. Draft Contract Agreement and Special Conditions with annexes:

- I. General Conditions for service contracts (Annex I)
- II. Terms of Reference (Annex II)
- III. Organisation and Methodology (Annex III - to be submitted by the tenderer using the template provided)
- IV. Key experts (Annex IV - including templates for the summary list of key experts and their CVs)
- V. Budget (Annex V - to be submitted by the tenderer as the Financial offer using the template provided)
- VI. Forms and other supporting documents
- VII. Expenditure verification: Terms of Reference and Report of Factual Findings

C. Other information:

- I. Shortlist notice
- II. Administrative compliance grid
- III. Evaluation grid

D. Tender submission form

For your information your application to participate in this tender procedure fulfilled the technical selection criteria for the following references specified in your application form:

Under point 4.1 (6) of the Instructions to Tenderers you will be requested to submit documentary evidence for these references.

For full details of the tendering procedures, please see the **Practical Guide to contract procedures for EU external actions and its annexes**, which may be downloaded from the following website: http://ec.europa.eu/europeaid/work/procedures/index_en.htm.

We look forward to receiving your tender before the deadline set in point 8 of the Instructions. Please send it to the address given in point 8. 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,

Kosta Papazov

