Date: 27/03/2025

**Our ref:** **RORS00061– LP – TD02**

**INVITATION TO TENDER FOR: Professional** **services for organization of project events, visibility services and awareness raising campaign for project FIREGUARD, Petrovaradin, Republic of Serbia**

**Dear Sir/Madam,**

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

1. **Instructions to tenderers**
2. **Draft contract agreement and special conditions with annexes:**
3. General conditions for service contracts
4. Terms of reference
5. Organisation and methodology (to be submitted by the tenderer using the template provided)
6. Budget (to be submitted by the tenderer as the financial offer using the template provided)
7. Forms and other supporting documents
8. **Other information:**
9. Administrative compliance grid
10. Evaluation grid
11. **Tender submission form and declaration of honour on exclusion and selection criteria**

For full details of the tendering procedures and if editable templates are needed, please see the **practical guide and its annexes**, which may be downloaded from the following website: https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG. 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