Ref.No. XXXXX

Kotor, date

University of Montenegro, Institute of Marine Biology, 85330 Kotor, P.O. Box 69, Montenegro

**Our ref:** **004-MA/2018**

Dear <Contact name>,

**INVITATION TO TENDER FOR** **MONTEAQUA E-SERVICES,** **INSTITUTE OF MARINE BIOLOGY, KOTOR, MONTENEGRO**

I am pleased to inform you that [your firm] [the consortium led by you] is invited to take part in the competitive negotiated procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

1. **Instructions to tenderers and contract notice**
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. List of entities invited to submit a tender
10. Administrative compliance grid
11. Evaluation grid
12. **Tender submission form and declaration of honour on exclusion and selection criteria**

Rules for submitting, selecting and implementing contracts financed under this call for tenders are in conformity with Article 14 “Procurement” of the Grant Agreement between The Norwegian Ministry of Foreign Affairs and the University of Montenegro – Institute of Marine Biology (IMB) No. MNE-17/0004 IMB – Marine Biodiversity Conservation Center “Boka Aquarium” – MonteAqua, Annex C of the Grant Agreement: Procurement in the Context of Projects Financed by the Norwegian Ministry of Foreign Affairs, and in accordance with applicable models from the Procurement and Grants for European Union External Actions – A Practical Guide (Applicable as of 15 January 2016) published on the EU International Cooperation and Development PRAG Practical Guide WEB site (<http://ec.europa.eu/europeaid/prag/>).

We look forward to receiving your tender before 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,

Dr Mirko Đurović, Director

Institute for Marine Biology