



15th of May 2019

KONFINDUSTRIA SHQIPTARE

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Our ref: 303/INERRANT/2019/EE/09

INVITATION TO TENDER FOR POSITION

Communication Expert

Deadline: 24 June 2019

Hour: 16:30

This invitation is open to individuals to take part in the simplified competitive procedure for the above contract. The complete tender dossier is attached to this letter. It 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. CV
 - IV. Budget (to be submitted by the tenderer as the Financial offer using the template provided)
- 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

Agim BUFI

