



REPUBLIC OF ALBANIA

"EQREM ÇABEJ" UNIVERSITY GJIROKASTËR

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Gjirokaster, 4/3/2020

Project: INECO "Innovative Economy Ecosystem", Subsidy Contract A2-2.2.-4 under the INTERREG IPA CBC PROGRAMME "GREECE-ALBANIA 2014-2020"

Our ref: < INECO/A2-2.2-4/PB6/SER >

INVITATION TO TENDER FOR provision of the following services: *External Expertise for Project Management Assistance, Pre-Incubation Strategy Studies, Acceleration Tools, International Mentors Network and Holistic Support Programme including Training, Mentoring and Coaching Activities, Gjirokaster, Albania*

Dear Sir/madam,

I am pleased to inform you that your firm/consortium is invited to take part in the simplified procedure for the above contract. The complete tender dossier is delivered to you upon written request in our official email address sgolemi@uogj.eu.al . 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. Organisation and methodology template
 - IV. Key experts templates for the summary list of key experts and their CVs

V. Budget template

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

Semi Golemi

Administrator of the University of Gjirokastra