

June 21, 2022

PCM Savjetovanje  
Voždovačka 4  
78000 Banja Luka

**Our ref: EU4CS/TEN/NO5**

**INVITATION TO TENDER FOR  
Developing Portal for the Economic Social Council (ESC) of Brčko District, Bosnia and  
Herzegovina**

**Dear Madam/Sir,**

I am pleased to inform you that your firm is invited to take part in the single tender procedure for the above contract. The complete tender is attached to this letter and it includes:

- A. Instructions to Tenderers, Contract Notice and Additional information about the Contract Notice**
- B. Draft contract agreement and special conditions with annexes:**
  - I. Terms of reference
  - II. Organisation and methodology (to be submitted by the tenderer using the template provided)
  - III. Budget (to be submitted by the tenderer as the financial offer using the template provided)
  - IV. Forms and other supporting documents
- C. Other information:**
  - I. Administrative compliance grid
  - II. Evaluation grid
- D. Tender submission form and declaration of honour on exclusion and selection criteria**

Only the candidates receiving this invitation letter may submit a tender. Any tender received from a legal or natural person not invited to tender will be rejected.

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 submitted no later than the deadline set in the point 8 of the Instructions to tenderers. Please sent 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

Igor Stojanović

