

Instructions

1. General Information:

Subject of the contract: Provision of Technical services as indicated in the TOR

Deadline for submission of the tenders: The tender shall arrive 8 August, 2020, 12 :00 pm at the latest.

Address and means of submission of the tenders: The tenderers shall submit their tenders including information **stated in Part 2 of this tender dossier**. The tender shall be submitted in 1 (one) original. In case of e-mail submission, the tenderer may provide a scanned original.

If delivery by post or courier, the tenders shall be submitted in two separate envelopes:

- **envelope one** for the tenderer's information, the tenderer's statement and the technical offer and
- **envelop two** for the financial information.

An envelop including both envelopes will contain the following information at the external part:

Name and address of the contracting authority

Title of the tender

Reference number

Name and address of the tenderer

If delivery by e-mail, the message shall clearly indicate:

Title of the tender

Reference number

Name and address of the tenderer

The tender submission form and any supporting documentation shall be provided as attachment to the e-mail.

2. Technical Information :

The tenderers are required to provide services as per TOR. In the technical offer, the tenderers will indicate more details on the deliverables, and required time frame.

3. Financial Information

The available value of the contract is (9900) EUR or its equivalent in national currency.



The award criterion is best value for money, weighting 80% technical quality and 20% price.
The successful and unsuccessful tenderers will be informed of the results of the evaluation procedure in writing.
The estimated time of response to the tenderers is **10** working days from the deadline for submission of the tenders.

