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Tirana, 11th May, 2020

**invitation to tender**

**for**

***“Office supply, stationery and toner cartridges”***

Dear Madam/Sir,

This is an invitation to tender for the above-mentioned supply framework contract. Please find enclosed the following documents, which constitute the tender dossier:

1. **Contract notice**
2. **Instruction to tenderers**
3. **Draft framework Contract**
4. **Item catalogue including Technical Specifications**
5. **Supply tender submission form** (*To be submitted by the tenderer as the standard application form using the template provided Annex I)*
6. **Financial offer (***To be submitted by the tenderer using the template provided Annex II*)

We look forward to receiving your tender, which has to be sent no later than the submission deadline at the e mail address specified in the instructions to tenderers.

By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer.

Yours sincerely**,**

Head of Contracting Authority

Djuro Blanusa

Secretary General