Tirana, 17 December, 2020

**INVITATION TO TENDER**

**FOR:**

**“IT support service for Regional Youth Cooperation Office (RYCO), Head Office*”***

Dear: Madam / Sir

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

1. **Contract notice**
2. **Instructions to tenderers**
3. **Draft Contract**
4. **Terms of reference**
5. **Service tender submission form** *(To be submitted by the tenderer as the standard application form using the template provided Annex I*)
6. **Budget form** (*To be submitted by the tenderer as the financial offer 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