

**INVITATION FOR ENGAGE ONE EXPERT FOR PREPARATION OF PROJECT
COMMUNICATION STRATEGY
(Contract number IPA/2019/413-810)**

Dear Sirs,

I am pleased to inform you that is invited to take part in the procedure for the above service contract. The complete procedure dossier is attached to this letter. It includes:

- Terms of Reference
- Organisation and Methodology (Tecnical offer - To be submitted by the tenderer according to the template provided -)
- CV of experts
- Budget (Financal offer To be submitted by the tenderer as the Financial offer using the template provided)

Yours sincerely,
Milan Petkovski
Project Manager

Skopje, 13 January 2020

INSTRUCTIONS TO TENDERERS

Services to be provided

The services required by the Macedonian Occupational safety and Health Association are described in the Terms of Reference (ToR).

Content of offer

The offers, all correspondence and documents related to the offer exchanged by the tenderer and the MOSHA must be written of English language.

2.1 Technical offer

The Technical offer (Organisation and Methodology) to be submitted by the tenderer according to the template provided - Annex 5.4)

2.2 Financial offer

The Financial offer must be presented in EUR, without VAT, following the attached format (Annex 5.6)

Tenderer is reminded that the maximum budget available for this contract is 2.450 EUR

Submission of tenders

Tenders must be submitted before the 23.01.2020 16 a.m. local time at the following address: Vostanicka 2/7 1000 Skopje or email: kontakt@mzzpr.org.mk

Offers must include the requested documents, specified above in point 2.1 and 2.2

5. Evaluation

The quality of each technical offer, submitted within the deadline, will be evaluated in accordance with the following the administrative and technical requirements:

- Organisation & methodology exists, and satisfactory correspond to the services required by the Contracting Authority
- CV
- The proposed price is within the available budget

Signature of contract

The successful tenderer will be informed in writing that its offer has been accepted. The tenderer will be invited to sign the contract.

All other tenderers will be notified about the result of the tender evaluation.