



E.R.F.C. - European Regional Framework Co-operation

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L.A. HUMAN CAPITAL ASSOCIATES L.T.D.

50 Agiou Spyridonos street,
2049, Strovolos, Nicosia,
CYPRUS

14/2/2014

Our ref: SMART-INNO –Meetings&Events_14/01/2014

INVITATION TO TENDER FOR « Individual Experts or companies to be appointed for organizing meetings and events in the framework of the IPA ADRIATIC funded project: Smart Network and Sustainable Innovation Cluster to increase RDI Competitiveness of SMEs in the Adriatic - SMART INNO.

Dear Mr. Alexandrou,

I am pleased to inform you that your firm, L.A. HUMAN CAPITAL ASSOCIATES L.T.D. is invited to take part in the restricted tender procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

- A. Instructions to tenderers**
- B. Draft Contract Agreement and Special Conditions with annexes:**
 - I. General Conditions for service contracts
 - II. Terms of Reference
 - III. Organisation and Methodology (to be submitted by the tenderer using the template provided)
 - IV. Key experts (including templates for the summary list of key experts and their CVs)
 - V. Budget (to be submitted by the tenderer as the Financial offer using the template provided)
- C. Other information:**
 - I. Shortlist notice
 - II. Administrative compliance grid
 - III. Evaluation grid
- D. Tender submission form**

With this fax, we are sending you attached the documents A. (pages 6) BII. (pages 7) and CI (pages 1) . The remaining documents listed here above as well as full details of the tendering procedures, please see the **Practical Guide to contract procedures for EU external actions and its annexes**, which may be downloaded from the following website: http://ec.europa.eu/europeaid/work/procedures/index_en.htm. In case you have problems in finding those documents in the web-site, please contact us to instruct you precisely.

We look forward to receiving your tender before the deadline set in point 8 of the Instructions. Please send it to the address given in point 8. 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,

Nikolas PETROPOULOS
President ERFC