



**INVITATION TO TENDER FOR THE CALL:  
GRAPHIC DESIGNER AND PRINTING OF THE GUIDELINES**

**Project reference: NDCINEAR/2023/451-721**

Dear Madam/ Sir,

I am pleased to inform that you are invited to take part in the Tender Procedure for the call of “Graphic Designer and Printing of the Guidelines” for the project “Evidence Based Monitoring of Local Public Spending during Electoral Processes” supported by the European Union and implemented by Qëndresa Qytetare in partnership with BIRN Albania.

The complete tender dossier is attached to this letter and includes:

- Terms of References
- Financial Offer Template
- Documents to be completed after the selection phase:
  - Statement of Exclusivity and Availability;
  - Financial Identification Form;
  - Legal Entity File.

For full details of the tendering procedures and required documents, please see the Terms of Reference of this call. We look forward to receiving your tender which has to be sent no later than September 5, 2024. Please send it by email to the following address: [qendresaqytetare@gmail.com](mailto:qendresaqytetare@gmail.com), indicating the title of the call in the Subject or in the postal address: Ali Pashë Gucia St., Building No. 42, Ground Floor, Tirana, Albania.

Please note that the financial and technical offers must each be placed in a separate sealed envelope, clearly labeled with the respective name. Both sealed envelopes should then be enclosed in a larger envelope for submission.

By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. 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,

Rigels Xhemollari