

Rome, 15/01/2024

Our ref: < 00-TN-766 >

TENDER DOSSIER FOR 3-year Framework Agreement for Travel Agency Services

The complete tender dossier and contract notice are attached to this cover letter. It includes:

- A. Instructions to tenderers**
- B. Draft Contract Agreement and Special Conditions with annexes:**
 - I. b - Special Conditions for Service Contracts
 - I. c - General Conditions for Service Contracts
 - II. Terms of Reference
 - III. Organisation and Methodology (to be submitted by the tenderer using the template provided - tenderer can additional presentations)
 - IV. Key experts (including templates for the summary list of key experts and their CVs)
 - V. Fee + Ticket Price Form (to be submitted by the tenderer as the Financial offer using the template provided)
 - VI. Forms and other supporting documents
- C. Other information:**
 - I. Administrative compliance grid
 - II. Technical Evaluation grid
- D. Tender submission form and declaration of honour on exclusion and selection criteria + Supplier Declaration**

We look forward to receiving your tender to the address and with the requirements before the deadline set in point 8 of the Instructions to Tenderers.

Yours sincerely

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