

Strasbourg, 22/09/2022

Dear Madam, Sir,

The documents joined to this letter include all necessary information regarding the tender "Event Management in Kosovo".

If you are willing to participate and submit an offer, please follow these steps:

- 1- Read the documents attached to the e-mail in order to decide if you are willing or not to participate into this tender
- 2- If you are willing to submit an offer, first register to the Council of Europe e-procurement platform:

<https://community.vortal.biz/sts/Login?SkinName=Vortal>

- 3- Once fully registered, please click this link:

<https://next.vortal.biz/PRODPT1BusinessLine/Tendering/ContractNoticeView/Index?notice=PT1.NTC.2045147>

- 4- Upload your offer and submit it before the deadline.

Offers must be submitted through e-procurement. No offer will be accepted if sent by another way (ex: e-mail, post, ...)

If you need any support during this process (registration and submission), please contact:

Olesya.popova@coe.int

Thank you and best regards,

Procurement Unit – DGA – Council of Europe