

LETTER OF INVITATION TO TENDER

Dear madam/sir,

- I. You are invited to submit a bid electronically by e-mail to the address stated in paragraph 4, for the below procurement activity in accordance with the enclosed Instruction to Bidders and technical specifications.
- II. Your Bid must be received by 17:00 o'clock on 6 April 2026, and shall remain open in the event that the aforementioned final date for submission of this procurement activity is extended. All submitted documents must conform to the requirements outlined in the tender dossier.
- III. You are required to complete and return the Cover letter, Technical and Financial Submission Form together with all appendices listed as requested at Data Sheet and at Instructions to bidders section
- IV. **Contract Title:** Production of Public Service Announcement (PSA) on Social Protection Rights
Our Reference: KWN/EUCSF/PSA/2026
Date of Publication: 16.03.2026
Closing Date: 06.04.2026
Contracting Authority: Kosovo Women's Network
Address: Kadri Gjata (formerly Feriz Blakqori) Str.2nd Floor, No. 8, Kosovo, Prishtina 10000
Project: Improving Civil Society Capacities to Enhance Access to Quality Social Protection for Diverse Women and Men
Contract Number: KWN-SC-XX-2026
Funded by: European Union Office in Kosovo
Email Address for submission of bids: procurement@womensnetwork.org

This is an invitation to tender for the above-mentioned supply contract. Please find enclosed the following documents, which constitute the tender dossier:

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| Section II: | Instruction to Bidders or Consultants |
| Section III: | Data Sheet and Scope of Work |
| Section IV: | Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest |
| Section V: | Technical and Financial Submission Form |
| Section VI: | Template of Proposed Contract |

- V. For additional information about this procurement activity and ToR's please send your questions to the contact person below:

E-mail: procurement@womensnetwork.org

Closing date for questions: 31 March 2026

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

Please ensure that you submit your bid in the manner and by the time described in the Instructions and Information for tenderers section.

Yours,
KWN

Section I: Invitation to Tender (ITT)