

TENDER PROPOSAL FORM for Lot 2 – Visibility and Printing

Fill in the **red boxes** below and attach the requested documents

I. GENERAL INFORMATION ▼

Tenderer's Name ▶	
Address ▶	
Phone/Fax and e-mail ▶	
Name of Contact point ▶ <i>(See Section III.B of Terms of Reference)</i>	

II. REQUIREMENTS FOR ASSESSMENT OF ELIGIBILITY CRITERIA ▼

A. Registration ▼

Being registered as a company in in the country where the services are to be provided and in accordance with the national legislation (See Terms of Reference, Section V).

Make sure to attach the Tenderer's Registration documents.

B. Experience of the Tenderer ▼

Being able, as a Provider, to demonstrate 3 years of experience of providing similar services.

Please indicate below number of years of experience of your company in providing visibility, printing and publication services as described in the Terms of Reference. Make sure to attach 3 reference letters from your major clients. ▼

C. Financial capacity ▼

Having an annual turnover of over 30000 EUR (thirty thousand)

For the annual turnover of your company, make sure to attach a copy of the audit financial statements of the company, or any equivalent document, for the past 2 financial years (profit and loss account) and Auditor's/accountant's report indicating the annual turnover over the last 2 years of reference according to the company's practice.

D. Human capacity ▼

Having at least 2 (two) staff members responsible for provision of services described in Terms of Reference.

Please indicate below the number of staff in your company and indicate how many staff members are employed in relevant roles ▼

III. REQUIREMENTS FOR ASSESSMENT OF AWARD CRITERIA ▼

A. Relevance of the experience ▼

Please, describe below your company's experience and how it meets the service requirements set forth in the Terms of Reference. Also, please, include examples of 3 largest orders you have delivered in the past 2 years with a description of the nature and extent of services rendered (type and scope of service, etc.) ▼

B. Technical capacity ▼

Please, describe below how you intend to meet the service requirements as mentioned in Section II A of the Terms of Reference, including but not limited to:

- List and short description of the technical equipment, tools and software to be used for performing the contract;
- List of principal services provided by your the company for the past 2 years;
- Any additional information demonstrating the technical capacity of the tenderer ▼

I. Human capacity ▼

In this section, please describe how the competencies and experience of your company's staff members, allocated to the execution of this Framework Agreement, correspond to the level of services requested in the Terms of Reference, including but not limited to:

- Details and anonymous CV of the contact person describing relevant competencies and language skills (as referred to under Section III.B of the Terms of Reference);
- The list of the relevant experience and language skills of other staff allocated to the execution of this Framework Agreement. ▼

IV. SIGNATURE ▼

Name and capacity of the Signatory ¹ ▶	
Date and place of signature ▶	
Signature ▶	

FOR THE LIST OF ALL DOCUMENTS TO BE PROVIDED BY THE TENDERER, PLEASE, CHECK THE LAST PAGE OF THE TENDER FILE – FINAL CHECK-LIST.

¹ The Signatory of this Tender Proposal Form shall be the same as the signatory of the Act of Engagement. He/she shall have the authority to sign on behalf of the Provider. In case the Provider is a consortium, the signatory shall have the authority to sign on behalf of the lead entity, which acts for and on behalf of all member entities comprising the consortium.