**CFT/EUI/ICTS/2015/003**

**Open Call for Tenders for the supply of On-Site Support Services, of Systems Maintenance and Development of the European University Institute IT infrastructure, and user account management**

**SUMMARY OF THE TECHNICAL OFFER PROPOSED**

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

born on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at (place)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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for the Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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with administrative offices in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hereby submits the following Summary of its TECHNICAL OFFER**

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| --- | --- | --- |
| Procedures and methodology proposed for the provision of services requested | | |
| A1.1 | Organization of the Support Team |  |
| A1.2 | Compensation ratio of hours worked between OFF-hours (from 6 pm to 9 am) and standard working time (from 9 am to 6 pm) |  |
| Training plan for staff members | | |
| A4 | Description of the proposed training plan for staff members |  |
| Improvements and/or additional services proposed | | |
| A5 | Description of proposals for improvements and/or additional services |  |

Tenderer is required to fill in the table above: in the spaces provided he must give the page numbers of the sections in the Tenderer’s Technical Report where the specific issue is addressed in depth.

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Legal Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A non-authenticated photocopy of the valid ID document of the signatory is enclosed.**