

OP/EUI/REFS/2015/003

TECHNICAL OFFER

The undersigned born in
in.....province
taxation code in the role of
for the company.....VAT number
with registered office in.....
with the administrative headquarters in

In order to participate in the Call for tenders for the provision of On-Site audio visual technical assistance for the conference and seminar activities organized by the EUI, including the purchase or rental of the related technical equipment and machinery, submits the following Technical offer:

1. Introduce and describe the Company's profile, with particular reference to previous experiences with providing services similar to those object of the present procedure. Please, also indicate the complete list of the staff members specifying their position, tasks and the technical means/equipment owned by the candidate.

2. Submit the Curriculum vitae of the On-Site technician and his/her Backup staff, as proposed by the candidate, with the aim of identifying whether they have the training and professional skills required to undertake the tasks described in article 8.1 of the tender specifications. Please, also indicate the training program foreseen for the On-Site staff members during the period of validity of the contract.

3. Provide a detailed report on the technical and operational methods of execution of the service proposed by the candidate. Then, please, describe how the candidate intends to manage the cases of absence of the On-Site staff members and the cases of emergency that may arise during the period of validity of the contract.

4. Describe the reporting system that, according to article 13 of the tender specifications, the candidate plans to use for tracking the activities undertaken by the On-Site technician during the period of validity of the contract.

5. Specify the self-control system that the candidate intends to implement in order to make sure the activities undertaken by the On-Site technician and the other services offered by the Company are performed in compliance with the provisions set up in the tender documents. Please, also indicate the means of communication to be used for informing the Institute on the outcome of the checks carried out by the Company.

6. Illustrate how the candidate plans to reduce the environmental impact and the energy consumption related to the services out to tender.

7. Indicate the improvements to the service that the candidate plans to offer without charging the Institute with any additional costs. Only those improvements deemed by the Evaluation Committee to be efficient and suitable to upgrade the service to be tendered will be taken into account. In case the Evaluation Committee considers that the proposed improvements are not suitable to upgrade the quality of the service to be tendered, the candidate will score 0 points. Similarly, whether the description provided does not allow to properly assess the proposal, the Evaluation Committee will not carry on with the evaluation and the candidate will score 0 points.

(Signature of the legal representative and Company' stamp)
