**EUI/BFA/2015/001**

For the kind attention of:

**EUROPEAN UNIVERSITY INSTITUTE**the **bUDGET AND FINANCIAL AFFAIRS Service**

Via dei Roccettini, 9

50014 San Domenico di Fiesole FI

**OBJECT: TECHNICAL OFFER**

**Open Call for Tender to provide Travel Agency Services to the European University Institute.**

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

born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

province\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ taxation code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the role of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with registered office in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with the administrative headquarters in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRESENT THE FOLLOWING TECNICAL OFFER/SERVICE PROJECT\*:**

|  |  |  |  |
| --- | --- | --- | --- |
| Criterion A1 – Organisation and methodology (maximum score: 7) | | | |
| Detailed presentation and description of the company, emphasising previous similar services (not longer than 3 pages). | |  | |
| Criterion A2 – Provision of the services (maximum score: 10) | | | |
| Description of the organisation and the proposed methods for providing the services object of the present call for tenderer, in compliance with all requirements of the present Tech. Specs, including a description of procedures for replacements (not longer than 7 pages) | | |  |
| Criterion A3 – Qualification of team members (maximum score: 10) | | | |
| In line with the requirements in article 6 of these specifications, giving a full description of previous experience, education and trainings for the personnel proposed. Previous experience in European agencies/bodies will be an asset | | |  |
| Criterion A4 – Reports (maximum score: 3) | | | |
| Give example and description of the proposed reports to check the level of the service and the savings made. | |  | |
| Criterion A5 – Additional services and improvements (maximum score: 10) | | | |
| A5.1 (max 5) | Description of any improvements and/or additional services proposed |  | |
| A5.2 (max 5) | Description of any improvements and/or additional services proposed related to turnover increase |  | |

\* Expand the document as needed in order to submit a detailed technical proposal. It is possible to attach documents that develop points of interest, taking care to indicate specific references in the table.

**CURRICULUM**To present a cv for each team member with a copy of a valid identity document  
(NB: the following scheme is indicative; please do not attach CVs longer than 3 pages.)

|  |  |  |
| --- | --- | --- |
| **PERSONAL DATA** | | |
| **NAME** | **NATIONALITY** | **DATE OF BIRTH** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION AND TRAINING (to list only the most relevant starting from the most recent)\* | | | |
| Date (from – to) | Diploma/Qualification | University/Institute | Country |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*Add more lines if necessary

|  |
| --- |
| WORKING EXPERIENCE (to list only the most relevant starting from the most recent) |
|  |

|  |
| --- |
| COMPUTER SKILLS |
|  |

Eventually

What’s more declare:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Also attach to this technical offer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Place and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Hereto attached to this present declaration is a non-authenticated photocopy of a valid identification document of the signatory.**