

**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.**