

OP/EUI/REFS/2021/005

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 video projectors, submits the following Technical offer:

Introduce and describe the Company's profile, with particular reference to previous experiences with providing services similar to those objects 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.

A1.1 - Submit the Curriculum vitae of the On-Site technicians and their backup 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 10.2 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. **(Max. 40 points)**

A1.2 - Provide a detailed report on the technical and operational methods of execution of the service proposed by the candidate. **(Max. 10 points)**

A2 - 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. This report will specify the activities implemented to contain Covid-19 (types of Individual Protection Devices provided to the employees working under the contract), and also propose alternative solutions in the event that the pandemic conditions do not allow the normal running of the Institute's seminars and conferences (face-to-face and hybrid events, online assistance, etc.) **(Max. 5 points)**

A3 - Illustrate how the candidate plans to reduce the environmental impact and the energy consumption related to the services and 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. **(Max. 5 points)**

(Signature of the legal representative and Company' stamp)
