

**OP/EUI/REFS/2022/002**

**OPEN CALL FOR TENDERS FOR THE PROVISION OF REMOVAL AND HANDLING  
SERVICES STORAGE AND SAFEKEEPING OF SUNDRY MATERIALS AT AN  
EXTERNAL WAREHOUSE FOR THE EUROPEAN UNIVERSITY INSTITUTE**

**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 Open Call for tenders for the provision of ordinary removal services and handling activities for undertaking the removals from one premise to the other of the EUI campus, submits the following technical offer composed of:

1.1 A brief description of the organization chart of the company, the equipment, storage and means of transportation owned and/or at its disposal in order to undertake the removal and handling services described in Annex I – Tender Specifications:

1.2 Please, indicate if you possess an ISO-9001 certificate or equivalent and include a copy in the technical offer:

2. A detailed description of the project of management of the services to be undertaken, describing how the Company shall manage the daily requests for support and how it will manage to undertake the requests that imply additional workforce and the timing for recruiting additional workers in case of urgency. In particular, the Company shall specify all the phases going from receipt of a request of support (ticket) to perform and completion of the actions needed as indicated in art. 6.1.1 of the Technical Specifications (Annex I).

Tenderers should also describe the measures they will put in place to reduce the environmental impact.

It is important to explain with clarity in the technical project all the workflow to follow for undertaking the assistance process:

3. Proposal for improvements

Please indicate the possible improvements to the service that the tenderer intends to offer without additional costs for the Contracting Authority:

(Signature of the legal representative and Company' stamp)

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