**CFT/EUI/ICTS/2015/002**

**Open Call for Tenders for the provision of Maintenance Services, Networking Technical Support Services, and the supply of Network Equipment and Materials for the European University Institute**

**SUMMARY OF THE TECHNICAL OFFER PROPOSED**

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

born on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at (place)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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in his/her function as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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with administrative offices in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hereby submits the following Summary of its TECHNICAL OFFER**

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| --- | --- | --- |
| Procedures and methodology proposed for the provision of services requested | | |
| A1 | General description and organizational structure envisaged for the Maintenance service |  |
| A1 | General description and organizational structure envisaged for the On-Site Networking Technical Support Team and On-Call Technician service |  |
| A1 | General description and organizational structure envisaged for the Team providing the Supply of H/W products and pre-sales support |  |
| A1 | Description of the Company, certifications and specializations. Description and list of similar contracts for maintenance and services that the Company is currently performing (specifying time, place, duration). Give the name of a reference person for each contract listed, in order for the Institute to be able to contact the client. |  |
| Training plan for staff members | | |
| A4 | Description of the proposed Training plan for staff members |  |
| Improvements and/or additional services proposed | | |
| A5 | Description of proposals for improvements and/or additional services |  |

Tenderer is required to fill in the table above: in the spaces provided he must give the page numbers of the sections in the Tenderer’s Technical Report where the specific issue is addressed in depth.

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**A non-authenticated photocopy of the valid ID document of the signatory is enclosed.**