

CFT/EUI/BFA/2014/001

For the kind attention of:
**EUROPEAN UNIVERSITY INSTITUTE the
 REAL ESTATE AND FACILITIES SERVICE**
 Via dei Roccettini, 9
 50014 San Domenico di Fiesole FI

OBJECT: TECHNICAL OFFER

OPEN CALL FOR TENDER TO PROVIDE EXTERNAL AUDIT SERVICES FOR 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 – ORGANISATIONAL SERVICE SYSTEM			
		<u>Organisation and methodology:</u> detailed description of the organisation and the proposed methods used for carrying out the service in compliance with all requirements of the Tech. Specs, including a description of procedures for replacements.	
CRITERION A2 – QUALIFICATION OF TEAM MEMBERS			
A2	A2.1	Previous working experiences	
	A2.2	Education and trainings	

CRITERION A3 – ADDITIONAL SERVICES AND IMPROVEMENTS

Presentation of any additional services and/or service improvements.	
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* 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.

TEAM COMPOSITION

Coordinator	Auditor's name	Years of experience	Short description of relevant Experiences
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

CURRICULUM

To present a cv for each team member with a copy of a valid identity document

(NB: the scheme below is indicative, it is possible to use different forms;
please do not attach CVs longer than 3 pages each.)

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:

Also attach to this technical offer:

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.