

Appendix 1: Forms for Letter of Tender

The tenderer must fill in fields marked with **yellow** and sign this Appendix 1 before submission.

The request to participate is submitted by the following:

Name	[insert name of company]
Street and number	[insert postal address]
Postcode	[insert postal code]
City	[insert city]
Country	[insert country]
VAT number (or national identification number)	[insert number]
Internet address	[insert URL of the company's website]
Contact person	[insert name of contact person]
E-mail	[insert e-mail of contact person]

List of similar projects:

The applicant has performed (entered into, ongoing or finalized within the **last X years** the following contracts of relevance to the advertised assignment at **least X contracts**.

No.	Description	Amount	Contract period	Recipient
1.	[insert nature and quantity of services provided by the applicant (and, if joint venture, by which member). If the performed services are provided in a joint venture or within a framework agreement with more economic operators, insert the quantity (percent) performed by the applicant]	[insert contract value]	[insert start date and end date]	[insert name of organisation]
2.	[insert nature and quantity of services provided by the applicant (and, if joint venture, by which member)]	[insert contract value]	[insert start date and end date]	[insert name of organisation]
3.	[insert nature and quantity of services provided by the applicant (and, if joint venture, by which member)]	[insert contract value]	[insert start date and end date]	[insert name of organisation]

The Supplier's Technical Proposal / Methodology

This section comprises templates to be completed by the tenderer and included in the tender.

The tenderer's submissions will be included in the Contract and apply to the project.

Technical approach and methodology regarding: *Name of the contract*

The completed sections regarding methodology **should not exceed X pages**

[The tenderer shall as part of the tender and in accordance with the requirements describe his approach and methodology in order to develop and implement the requirements to the assignment.

The Suppliers Technical Approach and Methodology will be part of the evaluation in regard to the "Criteria and Method of Evaluation". Thus, the Customer will evaluate the following:

- (i) Whether the proposed approach and methodology reflects the objectives of the project
- (ii) Whether activities of the project are coherent and well-defined
- (iii) Whether the tenderer has identified risk and highlighted potential issues]
- (iv) The extent to which the tender fulfils the requirements]

Workplan

The completed sections regarding Workplan **should not exceed X pages**

[The tenderer shall as part of the tender and in accordance with the requirements insert a work plan (overall time schedule).

The Supplier's work plan will be part of the evaluation in regards the criteria stated in "Criteria and Method of Evaluation". Thus, the Customer will evaluate the following:

- (i) Whether the work plan and the milestones are coherent and well-defined
- (ii) Whether the proposed work plan provide the requested outputs in a timely manner, including whether key activities have been identified, whether the assigned resources and estimated time to carry out the activities seem reasonable]
- (iii) The extent to which the tender fulfils the requirements]

Curriculum Vitae for Key staff

General Qualifications, Adequacy for the assignment and Experience in the Region and Language

The tenderer is to complete and submit a CV for each of its key employees based on the format below.

Each completed CV **should not exceed X pages.**

Assignment:		
Proposed position on the proposed team:		
1. PERSONAL DATA		
Family name:		First Name(s):
2. EMPLOYMENT RECORD (GENERAL EXPERIENCE) (Most recent employment first)		
Employer's company name:	Period of service and length:	Position / nature of the tasks performed / level of responsibility:
3. EDUCATION AND TRAINING (Most recent completed education and or training first)		

Institution (University, etc.), city and country:	Length of education Date: from (month/year) to (month/year)	Degree/Diploma obtained:		

4. EXPERIENCE IN THE SPECIFIC FIELD DIRECTLY RELEVANT TO THE ASSIGNMENT AND THE PROPOSED POSITION
(Indicate the following information for those assignments that best illustrate the experience in the specific field relevant to the assignment and the proposed position, including the obtained results) (Add number of assignments as applicable)

Name of assignment				
Period of service and length: from (month/year) to (month/year)				
Location				
Client				
Main project features				
Position held				
Activities performed				
Obtained results				

5. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT
(State knowledge of the language in the country of assignment and of the contract)

Language:	Formal Education:	Understanding level:	Speaking level:	Writing level:

6. OTHER INFORMATION OF RELEVANS TO THE ASSIGNMENT

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