

TECHNICAL OFFER

**TENDER FOR THE PROVISION OF SERVICES FOR TRANSLATING, EDITING, PROOF-READING,
TRANSCRIBING FOR ADMINISTRATIVE PURPOSES AND INTERPRETING FOR THE EUROPEAN
UNIVERSITY INSTITUTE**

The undersigned _____

Born on (date) _____ at (place) _____

Province _____ tax identification code _____

in his/her function as _____

for the company _____

legally established in _____

with administrative offices in _____

PRESENT THE FOLLOWING TECHNICAL OFFER/SERVICE PROJECT *:

CRITERIA A1 ORGANIZATION SYSTEM FOR THE SERVICE

- A1.1 - Please describe in detail the organisational arrangements for the translation service, making reference to Article 6 of the special tender specifications;

- A1.2 - Please describe in detail the organisational arrangements for the transcription service, making reference to Article 6 of the special tender specifications;

- A1.3 - Please describe in detail the organisational arrangements for the interpreting service, making reference to Article 7 of the special tender specifications;

- A1.4 - Presentation and description of the Company, with particular regard to the experience matured in the management of services similar to that subject of this procedure and the operational procedures that the Company intends to put in place to manage staff absences, emergency management and the type of availability of the person in charge of the contract.

- A1.5 - Time frame for handing in the services of translation, transcription, editing and/or proof-reading, of 30 pages in normal conditions;

CRITERIA A2 PERSONAL

- A2.1 - Describe in detail the staff selection procedure and methodology to ensure the confidentiality and professionalism required;

- A2.2 - Provide training plans and programmes for staff involved in the contract to ensure that high quality standards are maintained during the term of the contract.

- A2.3 - Submit in the appropriate Annex II G the curriculum vitae of the personnel that the Company intends to dedicate to the service from which one can deduce their training and professional competence as well as the previous experience necessary to carry out the required tasks

CRITERIA A3 IMPROVEMENTS

- A3.1 - 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.

* Enlarge the document as much as necessary in order to present a detailed technical proposal; other documents may be attached, to develop and explain the major points of interest highlighted in the table, with specific reference.

Date and Place _____

Signature of Legal
Representative _____

A non-certified copy of valid identification of the subscriber is enclosed.