

**OPEN CALL FOR TENDERS FOR THE SELECTION OF AN EXTERNAL FINANCIAL ADVISER FOR THE MANAGEMENT OF THE INVESTMENTS OF THE EUROPEAN UNIVERSITY INSTITUTE’S PENSION RESERVE FUND**

**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 an external specialist financial adviser for the investments of the European University Institute’s Pension Reserve Fund, submits the following Technical Offer composed of a report that complies with the following points:

**Elements of the report (\*):**

1.1	<p><b>Organization:</b></p> <p>Independent Model of Advisory Services</p> <p><i>(the Tenderer is requested to send information about the adoption of the Independent Model of rendering its advisory services)</i></p>
<p><b>Response:</b></p>	
1.2	<p><b>Organization:</b></p> <p>Total assets under management and advisory at the time of submission of the</p>

	offer
<b>Response:</b>	
1.3	<p><b>Organization:</b></p> <p>Number of Retail or Professional clients with a portfolio superior to 10 million EUR and more than 24 months of client loyalty</p> <p><i>(the Tenderer is requested to present the number of clients with a portfolio superior to 10 million for the last 5 years, with more than 24 months of client loyalty)</i></p>
<b>Response:</b>	
1.4	<p><b>Organization:</b></p> <p>Number of Retail or Professional clients with equal or similar mandates for reference (Pension Funds or equivalent nature) and more than 24 months of client loyalty</p> <p><i>(the Tenderer is requested to send the list of clients with equal or similar mandates for the last 5 years, with more than 24 months of client loyalty)</i></p>
<b>Response:</b>	
1.5	<p><b>Organization:</b></p>

	<p>ISO certification or equivalent certification (connected to the subject of the contract or to organizational aspects)</p> <p><i>(the Tenderer is requested to send a copy of the certification documents)</i></p>
<p><b>Response:</b></p>	
<p>2.1</p>	<p><b>Advisory and investment team:</b></p> <p>Number of team members to allocate to the services to provide to the Institute (including backup staff)</p> <p><i>(the tenderer is requested to send a CV for each member of the team in EUROPASS form)</i></p>
<p><b>Response:</b></p>	
<p>2.2</p>	<p><b>Advisory and investment team:</b></p> <p>Years of experience in advising portfolio assets with total return for equal or similar mandates to the one of the Institute (Pension Reserve Fund or similar)</p> <p><i>(the tenderer is requested to send the list of clients with similar mandates with the indication per each client of the number of years of management and or monitoring activities performed by the tenderer)</i></p>
<p><b>Response:</b></p>	

<p>2.3</p>	<p><b>Advisory and investment team:</b></p> <p>Years of experience in alternative investments management and/or advising</p> <p><i>(the Tenderer is requested to send the identification of the team with experience in each of the alternative investments instruments and the number of years)</i></p>
<p><b>Response:</b></p>	
<p>2.4</p>	<p><b>Advisory and investment team:</b></p> <p>Average return on investment of the team (Institute's team) in the years of 2014, 2015 and 2016</p> <p><i>(the Tenderer is requested to identify the team member and the average return on investment per year as well as the average of the all team)</i></p>
<p><b>Response:</b></p>	
<p>2.5</p>	<p><b>Advisory and investment team:</b></p> <p>Communication model with the Institute</p> <p><i>(the Tenderer is requested to send information about the communication and reporting channel to establish with the Institute)</i></p>
<p><b>Response:</b></p>	

<p>2.6</p>	<p><b>Advisory and investment team:</b></p> <p>Training program of the team and model for assessing the performance of the team</p> <p><i>(the Tender is invited to send the list of session trainings where the team to allocate to the Institute participate in the last 3 years and a description of the assessment model of the staff)</i></p>
<p><b>Response:</b></p>	
<p>2.7</p>	<p><b>Advisory and investment team:</b></p> <p>Average response time to requests (i.e. clarifications or specific reporting needs)</p> <p><i>(the Tender is invited to send a table with the average time for requests. The ones foreseen like the reporting ones and for requests unexpected. For the last ones a classification by type can be describe)</i></p>
<p><b>Response:</b></p>	
<p>3.1</p>	<p><b>Model of portfolio monitoring and decision making process for new investments proposals:</b></p> <p>Description of the model to assess the portfolio return on investment (total return mandate) and portfolio management style of the asset manager(s) of the Pension Reserve Fund of the Institute</p> <p><i>(the Tender is invited to describe in detail the parameters and procedures to put in place in order to systematically and periodically assess the return on the investment and the assessment of the management style of the asset managers)</i></p>

<p><b>Response:</b></p>	
<p><b>3.2</b></p>	<p><b>Model of portfolio monitoring and decision making process for new investments proposals:</b></p> <p>Decision making process for new investment proposals</p> <p><i>(the Tender is invited to describe in detail the parameters and procedures to put in place in order to present the proposals )</i></p>
<p><b>Response:</b></p>	
<p><b>3.3</b></p>	<p><b>Model of portfolio monitoring and decision making process for new investments proposals:</b></p> <p>Description of the model to assess the asset managers' corporate governance and ownership structure</p> <p><i>(the Tender is invited to describe in detail the parameters and procedures to put in place in order to systematically and periodically assess the corporate governance and ownership structure of the asset managers)</i></p>
<p><b>Response:</b></p>	
<p><b>4.1</b></p>	<p><b>Reporting function:</b></p>

	<p>Periodic reporting to the Institute with focus on the portfolio risk analysis <i>(the Tender is invited to send an example of a report for future use by the Institute)</i></p>
<p><b>Response:</b></p>	
<p>4.2</p>	<p><b>Reporting function:</b></p> <p>Periodic reporting to the Institute with focus on the portfolio return on investment <i>(the Tender is invited to send an example of a report for future use by the Institute)</i></p>
<p><b>Response:</b></p>	
<p>4.3</p>	<p><b>Reporting function:</b></p> <p>Structure and content of the annual reporting for purposes of integration in the annual accounts <i>(the Tender is invited to send an example of a report for future use by the Institute)</i></p>
<p><b>Response:</b></p>	
<p>4.4</p>	<p><b>Reporting function:</b></p>

	<p>Reporting on the control made on the fees charged by the asset managers <i>(the Tender is invited to send an example of a report for future use by the Institute)</i></p>
<p><b>Response:</b></p>	
<p>4.5</p>	<p><b>Reporting function:</b>  Other reporting tools or functions with value added for the Institute <i>(the Tender is invited to send an example of a report for future use by the Institute)</i></p>
<p><b>Response:</b></p>	

\* Expand the tables 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.

(Signature of the legal representative and Company' stamp)

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Please, attach a copy of a valid identification document of the Legal Representative who signed this document.