



Annex 6 Technical Offer

I, the undersigned, being the authorised signatory (including all consortium members, in case of a consortium) confirm that the present tender meets the following technical requirements stipulated in Technical Specification.

- a) The Tenderer shall enclose with the Technical Offer all documents and information that will enable its offer to be assessed in terms of quality and of compliance with the Technical Specification.
- b) The Technical Offer shall include as a minimum the following information and must be undersigned for acceptance:
 - i. A brief description of the Tenderer's company and the types of services that the company offers.
 - ii. A description of the methodology in providing land travel services.
 - iii. A description of the team proposed by the tenderer to manage and oversee the tender, including the roles of the contact person and the quality manager, and any other persons who will ensure the provision of the highest possible quality of service for this tender. In addition to indicate the name and contact details of the person responsible for this contract tender.
- c) The Tenderer is also required to include an electronic copy of its 'Technical Offer'.



ReSPA

Regional School
of Public Administration

ReSPA Activities are
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Call for tenders – ReSPA/EC/SER/002-18

The following aspects will be considered in the evaluation of the technical offers against the award criterion on quality of services and support:

No.	Qualitative Award Criteria		Points
i)	Quality and appropriateness of technical offer	Quality of the offer an accuracy of the description to provide the requested services, quality of service, provided vehicles and drivers, compliance with quality requirements listed in item 6.9 of the Technical Specification	30
ii)	Prior experience in the services requested; internal organisation of the tenderer	Team size and composition and balance of skill mix of proposed team: profiles, team roles and responsibilities of all team members, including resource back-up.	20
iii)	Conformance with services requested	Conformance of the offered services with the requirements – ordering process, invoicing process, communication with RESPA travellers, flexibility of working hours and ad hock orders	20
iv)	More than 5 references from international organizations, EU, OECD, UN, Embassies, recognized companies etc.	Quality and quantity of provided references – who have issued them, in which period, for what type of services.	30
	TOTAL		100

Date:

Signature of authorised
representative:

(Print name):

Position in company:

Representing (name of tenderer):