**EPF Capacity Building Programme**

**SLOVAKIA**

Annex I

Tender Submission Form

**Please fill in the form in English and leave the irrelevant parts blank and send it to EPF Director of Programmes and Operations Mr Walter Atzori** [**walter.atzori@eu-patient.eu**](mailto:walter.atzori@eu-patient.eu) **by 19 July 2016 together with a CV of people involved in implementing the action.**

# Information on the tenderer

**The tender is submitted by**

|  |  |
| --- | --- |
| **Name of the tenderer[[1]](#footnote-1)** |  |
| **Address** |  |
| **City** |  |
| **Postcode** |  |
| **Country** |  |
| **Website** |  |
| **E-mail** |  |

**The contact person for this tender is:**

|  |  |
| --- | --- |
| **Name** |  |
| **Position/function** |  |
| **Office address** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |

**The person authorised to represent the tenderer and to sign the contract is:**

|  |  |
| --- | --- |
| **Name** |  |
| **Position/function** |  |
| **Office address** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |

# Description of your competences and expertise vis-à-vis the requirements

As mentioned in the call for tender participation is open on equal terms to all natural and legal persons who meet the following eligibility and selection criteria:

Participation is open on equal terms to all natural and legal persons who meet the following eligibility and selection criteria:

* Native-level knowledge of the Slovakian language
* Very good working knowledge of English
* Strong expertise in the areas identified under section 3.1 of the Call for Tenders
* Expertise in planning and implementing training
* Expertise in coaching organisations

Preference will be given to tenderers that:

* Can also prove experience in the areas identified under section 3.1 for the non-profit sector
* Can also prove experience working with and/or delivering training to patient organisations
* Will propose to implement the programme in a team of at least two people.

The selection will be done based on expertise (80%) and price (20%).

**Please describe how you fulfil the requirements set out above.**

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# Technical part

**Please describe how you intend to implement the Task outlined in the call for tender**

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# Financial part

**Please provide details regarding your financial offer:**

1. **Personnel costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the trainer** | **Daily rate in Euros** | **N. days** | **Total in Euros (specify if VAT inclusive)** |
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1. **Other Costs involved in implementing the task: Please specify**

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| --- |
|  |

1. Please indicate the official name of the company/organisation/institution etc.

   Only if the tenderer is a natural person indicate his/her name: in this case the information for ‘contact person’ and for the ‘person authorised to represent the tenderer and to sign the contract’ must be left blank. [↑](#footnote-ref-1)