**Request for offer - Service**

**<Contract title>**

**<Reference number>**

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

<………………………………….>

Deadline for submission of the tenders:

The deadline[[1]](#footnote-1) for submission of tenders is <**dd/mm/yyyy at xx:xx hours**>[[2]](#footnote-2).

Address and meanings for submission of the tenders:

The tenderers must submit their tenders using the attached **submission form.** The tender will be submitted by post, by courier service, via e-platform, or via e-mail**, signed and scanned**. Any tenders not using the prescribed form will be rejected by the contracting authority. In case of e-mail submission, tender documents should be attached in a compressed and encrypted file. The password will be requested after the deadline and before tender opening session.

If the tenders are submitted in sealed envelopes, they must contain the following information:

* Name and address of the tenderer
* Title of the tender: <contract title>
* Reference number: <reference number>
* The words in the envelop: “*Not to be opened before the tendering opening session*”.

The words: ‘’Not to be opened before the tender opening session’’

The tenders can be submitted by post or courier service to the following address:

<**N**ame and Address of the contracting authority>

<Contact person>

The signed and scanned tender can be submitted via e-mail to the following e-mail address:

<e-mail address>

The tenderers are reminded that the tender must arrive to the contracting authority by the deadline indicated above even in case it is submitted by post or by courier service. Otherwise, the tender will be automatically rejected.

Award notification:

The tenderers will be informed on the results of the evaluation procedure in written form.

1. **FINANCIAL INFORMATION**

The maximum available value of the contract is <XX> [EUR][National currency].

Subcontracting is [not] allowed.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

|  |  |  |
| --- | --- | --- |
| Title of activity 1 *(examples: printing of promotional material, translation, etc.)* | | |
| Description of expected outputs / results to be achieved | Required time frame | Required inputs (if applicable) |
| [*Example: printing of 5000 brochures, A4, all colour, 25g cunstdruck paper, delivery to the project office premises…]* | *[Example: Feb 2015]* | *[Example: sufficient number of qualified and experiences staff (designer, printer), previous experience…]* |

|  |  |  |
| --- | --- | --- |
| Title of activity 2\*add as many activities as needed | | |
| Description of expected outputs / results to be achieved | Required time frame | Required inputs (if applicable) |
| *[Examples: translation of 50 standard A4 pages (project reports) from XX to English language and interpretation services…]* | *[Examples: translation June-December 2015, interpretation Feb 2016…]* | *[Examples: 2 qualified interpreters, at least 1 qualified translator, requirements for key experts…]* |

1. **ADDITIONAL INFORMATION**

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The evaluators’ decisions are collective and its deliberations are held in closed session. The evaluators are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the programme and national bodies, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written form. The estimated time of response to the tenderers is <XX> days from the deadline for submission of tenders.

Award criteria

[The contract will be awarded to the tenderer that submitted an administratively and technically compliant tender and offered the lowest price.]

[The contract will be awarded to the tenderer that submitted an administratively and technically compliant tender and offered the best value for money. Technical offer will be considered with the weight of 80% and financial offer will be considered with the weight of 20% during the evaluation.

<insert evaluation grid with the detailed weight of the scores>]

***Recommendation to the Contracting Authority for requesting a detailed offer[[3]](#footnote-3)***

* In order to have a more substantial technical assessment it is strongly recommended to ask for a very detailed offer.
* Furthermore, the Contracting Authority is allowed to ask for additional documentation relating to the subject of the request to further improve the quality of the technical assessment and the scoring process.
* In case the Contracting Authority asks for additional documentation such as a detailed description, content summary for a study, methodology for the implementation of the task(s), etc. please indicate the required documents and its expected content in chapter 3 ‘Technical information’ of this document. In addition, please call the attention of the potential tenderers that during the evaluation the technical scores will be given based on the content of the offer and the requested documentation.

***Recommendation to the Contracting Authority prior to launching of the procedure***

The request for price offer is to be sent to entities independent from each other and from the contracting authority and able to provide the planned services / deliver the goods.

Independence of the potential applicants and their ability to fulfil the contract has to be checked and documented by the contracting authority before launching of the procedure.

1. It is recommended that the submission deadline is minimum 7 days. [↑](#footnote-ref-1)
2. The tender (either submitted via post/courier service or e-mail) must arrive by this deadline. [↑](#footnote-ref-2)
3. Please do not send this page of the document when sending the Request to the tenderers. [↑](#footnote-ref-3)