**EPF Regional Advocacy Seminar**

Tender on Workshop & Role Play Design and Facilitation

Annex I

Tender submission form

*Please fill in the form in English and leave the irrelevant parts blank. One signed original of this form must be submitted.*

# Information on the tenderer

The tender is submitted by:

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

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

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

* Please provide a CV for each of the trainers.

# Description of offer

## Technical part

* It must describe the approach, methodology and tools for each task as described in section 4 of the call for tender;
* Please include a proposal for the structure of the workshops and role play simulation;
* Please list all relevant experiences you may have (you may also submit materials you developed in the framework of previous experiences).

## Financial part

Prices must be fixed amounts in Euro. The amount of VAT (and applicable VAT) should be shown separately. Please use the template below (add as many lines as needed).

|  |  |  |  |
| --- | --- | --- | --- |
| **Task/Deliverable** | **Nr of days (preparation + delivery)** | **Unit price** | **Total without VAT** |
| Workshop on Advocacy |  |  |  |
| Workshop on EU decision-making |  |  |  |
| Role play simulation of EU negotiation processes |  |  |  |
| **Total:** | ……… |
| **Total with VAT:** | ………. |

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Date** |  |

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)