**APPENDIX – TENDER PROPOSAL FORM**

 **Use of on-line platform for meetings with Remote Simultaneous Interpreting (RSI)**

Fill in the red boxes below and attach the requested documents

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| **General information ▼** |
| **Tenderer’s Name ►** |  |
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| **Eligibility criteria ▼** |
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| **Registration ►** | **Being registered in Slovenia** (See Terms of Reference, Section E).Make sure to attach the Tenderer’s **Registration documents**, otherwise you will be declared **ineligible.** |
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| **Availability of platforms►** | Providing at least one of the following **RSI platforms**: KUDO-INTERPREFY-VOICE BOXER-INTERACTIO Make sure to provide **Certification** on the use of one of the following RSI platforms: KUDO-INTERPREFY-VOICE BOXER-INTERACTION |
| **Command of English for operators and coordinators ►** | Make sure to provide detailed CVs of all operators and coordinators adequate command of English at B2 level |
| **Compliance with ISO norms ►** | **Possessing ISO compliant conference and simultaneous interpreting equipment** (See Terms of Reference, Section E).Make sure to attach **any document proving the booths’ compliance with ISO norms**, otherwise you will be declared **ineligible.** |
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| **Award criteria ▼** |
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| **Experience of the tenderer (not its staff), in particular in providing similar equipment to an international organisation, an institution or a public service** ▼Indicate below any relevant experience, preferably within the last 3 (three) years.Make sure to attach reference letters demonstrating this experience.In case of cloud-based systems, describe how the GDPR standards are met and indicate the location of the cloud-based system server, as well as the recovery process.Please specify the disinfection and sanitization protocol in place**.** Please specify your ability to hold hybrid meetings (mixed in person and remote participants).  |
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| **Optic fiber connection, would be an advantage in case of redundancy as well as a 4G hot spot**▼**Please provide relevant invoices as evidence** |
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**Financial offers must be indicated in the Act of Engagement (See Section A. Table of fees). One copy of the Act of Engagement must be completed and signed by the Tenderer and attach to its tender.**