**APPENDIX I – TENDER PROPOSAL FORM**

**Lot A – Interpreting Services**

Fill in the red boxes below and attach the requested documents

|  |  |  |
| --- | --- | --- |
| **General information ▼** | | |
| **Tenderer’s Name ►** | |  |
|  | | |
| **Eligibility criteria ▼** | | |
|  | | |
| **Registration ►** | **Being registered in Slovenia** (See Terms of Reference, Section E).  Make sure to attach the Tenderer’s **Registration documents**, otherwise your tender will be declared ineligible. | |
|  | | |
| **Experience of the Tenderer ►** | **Being able, as a Provider, to demonstrate 5 (five) years of experience** of providing interpreting services to international organisations or national public administrations or institutions.  Make sure to attach **reference letters** from these organisations or institutions or copies of contracts demonstrating the number of years of experience required, otherwise your tender will be declared ineligible. | |
|  | | |
| **Award criteria ▼** | | |
|  | | |
| **Qualification and experience of the Interpreters, per Category ▼**  Categories are described in Section B1.2 of the Terms of Reference | | |
|  | | |
| **Category A ►**  Indicate the list of interpreters for this category (names) |  | |
|  | | |
| **Category B ►**  Indicate the list of interpreters for this category (names) |  | |
|  | | |
| **Category C ►**  Indicate the list of interpreters for this category (names) |  | |

Detailed CVs of all interpreters listed above shall be attached to your tender, together with documented proof of the qualifications and professional experience of any interpreter listed. Any university degree must be supported by a copy of diploma or certificate obtained. Any experience must be supported by letters of reference from customers, invoices, contracts clearly indicating the subject, event and language combination (Experience in European affairs or public administration affairs will constitute an asset). Self-declarations or evidence not endorsed by a third party cannot and will not be accepted as evidence. Letters of reference should be provided by persons directly involved in a customer/interpreting service provider relationship.

**Financial offers must be indicated in the Act of Engagement (See Section A). One scanned copie of the Act of Engagement must be completed and signed by the Tenderer and attach to its tender.**