**APPENDIX II – TENDER PROPOSAL FORM**

**Lot B – Technical equipment and support for 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 you will be declared **ineligible.** | |
| **Compliance with ISO 4043 norms ►** | **Possessing interpreting booths compliant with ISO 4043 norms** constitutes an eligibility criterion (See Terms of Reference, Section E).  Make sure to attach **any document proving the booths’ compliance with ISO 4043 norms**, otherwise you will be declared **ineligible.** | |
| **Capacity to comply with the defined brands(see Part I.B.2.1), based in particular on the number of available booths with ISO norms** **►** | Indicate any relevant certification as well as any quality control process in place in order to satisfy the requirements of this call for tenders.  Make sure to attach **Certificates of Conformity of the Conference and Interpretation System Manufacturers** | |
|  | | |
| **Award criteria ▼** | | |
|  | | |
| **Qualifications and experience of the qualified technicians, demonstrating their capacity to comply with the requirements described in the Terms of Reference (Part II.B.2.7)** ▼  Indicate below the list of qualified technicians per profile (see profiles in the Act of Engagement, Section A. Table of fees) Make sure to attach **detailed CVs of all qualified technicians** | | |
|  | | |
|  | | |
| **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. | | |
|  | | |
|  | | |
| **Capacity to cover several meetings at the same time, based in particular on the number of available booths with ISO norms** ▼  Indicate below the list and quantity of each item listed in the Table of Fees that you possess. | | |
|  | | |

**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.**