



CALL FOR OFFERS:

Supply of IT services to the Council of Europe Office in Kyiv

Appendix I

Tender application checklist

NOTE: This form sums up the information provided by the applicant in its offer submission to the Council of Europe. Any information provided hereinafter must be backed by the relevant detailed/supporting documents.

Offer reference number

Applicant's name and address.....

| INFORMATION ON THE APPLICANT | | |
|--|---------------------|--------------|
| Brief description of the company (history, main activities, key facts) | | |
| Average annual turnover (last 3 years) | | |
| Has your company successfully fulfilled contracts equivalent to the present proposal in the last 3 years? | YES | NO |
| If the answer to the question above is YES please provide the following details: | | |
| Nature of contract | Company name | Dates |
| | | |
| | | |
| Does your company have previous experience of co-operation with international organisations and/or other donors on technical assistance projects | YES | NO |
| If the answer to the question above is YES please provide details: | | |

| | | |
|---|-------------------|--|
| Total number of staff | | |
| Staff (number/profile) foreseen for the execution of this offer | | |
| INFORMATION ON THE APPLICANT'S FINANCIAL PROPOSAL | | |
| Brief description of your pricing policy | | |
| Working period | Unit price | Unit <i>(eg. month or week or day or hour, or minute or ...)</i> |
| <i>Within the working hours (set price per month)</i> | | |
| <i>Outside the working hours (additional hours quoted per hour)</i> | | |
| <i>During week-end, days off, public holiday (additional hours quoted per hour)</i> | | |