

Section V: Tender Submission Form - Technical Proposal

In order to simplify the evaluation process and obtain maximum comparability, KNW requires that all responses to the ITT be organized in the manner and format below.

	Name(s) and address(es) of legal entity or entities submitting this tender
Name of Tenderer:	[Insert Name of Tenderer]
Consortium Members	[Insert Name of Consortium Members if applicable]
Regis. No./Unique No.	

CONTACT PERSON

Name	
Position	
Address	
Telephone	
e-mail	

A. Team Qualification

Please provide the following statistics on staff for the current year and the two previous years. (Please note, if you are shortlisted, from you will be requested to provide proof of employment list from the tax authority)

Annual Manpower	Past Year		Current Year		Period Average	
	Overall	Relevant Fields	Overall	Relevant Field	Overall	Relevant Field
Permanent Staff						
Other Staff						
Total						

B. Experience on providing similar services

Relevant experience: The tenderer should have successfully completed at least two contracts of a similar nature and at least half the size of this tender in the last 5 years;

Ref no (maximum 5)	Type of Service			
Name of Client or entity	Place	Dates (start/end)	Type and scope of goods provided	No of goods provided

C. Other Information

To be supplied in free-text format max 2-3 pages:

- Company’ profile or introduction to company’s areas of expertise, and description of the team and main clients.
- A minimum of three (3) references (with name and contact information) indicating the relevant Interpretation/Translation Services and Rental of Simultaneous Equipment carried out in the last three (3) years that best illustrate organization qualifications and past performance. References from EU Funded Projects or similar donor-funded projects are preferred. Independent verification of the references may be carried out. KNW reserves the right to obtain past performance information from sources other than those identified by the offeror.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Section V: 1.2 Tender Submission Form – Financial Proposal

Name of Tenderer:	[Insert Name of Tenderer]	Currency:	EUR
ITT Reference Title:			

Table 1: Summary of Overall Prices

	Amount:
Total Amount of Financial Proposal	

Table 2: Breakdown of fees (This is a template, modify as per your proposal)

Description	Unit	SPECIFICATIONS OFFERED (INCL BRAND/MODEL)	Quantity	Unit Costs with Delivery	Total Amount
			<i>A</i>	<i>B</i>	<i>C</i>
					<i>D=B*C</i>
Subtotal:					

KNW full exemption from the following taxes:

- ii. Value added (Vat) in Kosovo

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____