Technical Offer Form

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| **Call for offers: Development of a Project Document for an intervention on sustainable forest management practices and modern biomass production in two pilot areas in the Drin River Basin** |

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| --- | --- |
| Name of Proposing Company / Organization: |  |
| Country of Registration:  |  |
| Name of Contact Person for this Offer: |  |
| Address: |  |
| Phone / Fax: |  |
| Email: |  |

**Selection Criteria (pass / fail)**

* **Provide** information for enrolment in one of the official professional or trade register kept in Participant’s country of registration
* **Provide** financial data regarding annual turnover for the last three financial Years
* **Provide** the following information regarding **corporate experience** in recent projects of comparable nature and degree of complexity related to the assessment or implementation of sustainable forest management practices (minimum 4 projects over the last 10 years)
* **Provide** the following information regarding corporate experience related to the production and use of modern processed biomass products (e.g. pellets, woodchips, briquettes) (minimum 1 projects over the last 5 years)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of project | Client | Contract Value | Period of activity | Types of activities undertaken | Status or Date Completed | References Contact Details  |
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**Qualification and Experience**

**Section 1: Expertise and work experience**

**Regarding Work experience and Education (Required)** - Only for the Team Leader:

* **Provide** the **CV of Team Leader** demonstrating qualifications in related areas of expertise, as per sections 7 and 8 of the ToR. Please use the format below.

|  |  |
| --- | --- |
| Name:  |  |
| Position for this Contract:  |  |
| Nationality:  |  |
| Contact information:  |  |
| Countries of Work Experience:  |  |
| Language Skills:  |  |
| Educational and other Qualifications:  |  |
| Summary of Experience: Highlight experience in the region and on similar projects. |
| Relevant Experience (From most recent): |
| Period: From – To | Name of activity/ Project/ funding organisation, if applicable: | Job Title and Activities undertaken/Description of actual role performed: | Referee contact details |
|  |  |  |  |
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* **Provide** the following information regarding (**minimum**) **4** assignment/project directly related to sustainable forest management and/or modern biomass production and use.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of project | Client | Contract Value | Period of activity | Types of activities undertaken | Status or Date Completed | References Contact Details (Name, Phone, Email |
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|  |  |  |  |  |  |  |

Date: ....................................................................

Signature: …………………………………………….

To be completed and signed by the Team Leader.

**Regarding Work experience and Education (Required)** – Cumulative for team of experts / company

* **Provide** the **CVs of Experts** to be engaged in the Assignment, demonstrating qualifications in related areas of expertise. Please use the format below for each one of the proposed experts:

|  |  |
| --- | --- |
| Name:  |  |
| Position for this Contract:  |  |
| Nationality:  |  |
| Contact information:  |  |
| Countries of Work Experience:  |  |
| Language Skills:  |  |
| Educational and other Qualifications:  |  |
| Summary of Experience: Highlight experience in the region and on similar projects. |
| Relevant Experience (From most recent): |
| Period: From – To | Name of activity/ Project/ funding organisation, if applicable: | Job Title and Activities undertaken/Description of actual role performed: | Referee contact details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Date: ....................................................................

Signature: …………………………………………….

To be completed and signed by the Experts.

**Section 2:** **Approach and Methodology**

Approach to the Service/Work Required:

* **Provide** a detailed description of the methodology for how the Participant will achieve all objectives and tasks and deliver all outputs as described in the Terms of Reference of the assignment, keeping in mind the appropriateness to local conditions. Maximum 4 pages. You can use any format of your preference.

Risks / Mitigation Measures:

* **Provide** a description of the potential risks for the implementation of this assignment that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Maximum 2 pages. You can use any format of your preference.