**Building ENergy EFficiency ImprovemenT: Demonstration for public buildings BENEFIT**

Training Course in Advanced Excel for Energy Efficiency Professionals. A comprehensive course on Microsoft Excel specifically tailored for Energy Engineers, Energy Managers, Energy Analysts, and Utility Program Managers

**Reference number (*if applicable*): BENEFIT-CN1-SO 2.1-SC 007 (08-1159/3)**

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| PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER |

1. **TENDERER’S INFORMATION**

Submitted by:

|  |  |
| --- | --- |
|  | **Name(s) and address(es) of legal entity or entities submitting this tender** |
| **Tenderer** |  |

Contact person:

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail** |  |

1. **TENDERER’S STATEMENT**

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the Contracting Authority. The detailed description of the offered services by us is provided in the next point.

In addition to that we confirm that our organisation/company is fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in the point 2.3.3. in the PRAG Manual *(apply as appropriate)*.

Furthermore we agree to abide by the ethics clauses in Section 2.4.14 of the PRAG Manual *(apply as appropriate)* and have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender

1. **TECHNICAL OFFER**

The tenderers are required to provide technical offer, based on the requirements indicated by the Contracting Authority in the Part A: Information for the tenderer, Point 2: Technical information.

The tenderers are encouraged to provide details on the planned, including detailed specifications and/or brand names.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Title of item** | **Technical offer**  **– the services provided by the tenderer on the basis of Contracting Authority’s enquiry in the Part A, Point 2** | **Tenderer’s proposed time frame** | **Proposed inputs by the tenderer** *(the tenderers are encourage to provide detailed information, for example qualifications of the proposed staff)* |
| **1.1.** |  |  |  |  |
| **1.2.** |  |  |  |  |
|  |  |  |  |  |

As a part of the technical offer besides the fulfilled table above, also the tenderer have to provide folowing documents:

- Short description of the organization and implementation of the tasks that are noted in to the Terms of reference document

- Statement for exclusivity and availability

- Declaration of honour

- Cv that will present all requirements according the Terms of reference document

1. **FINANCIAL OFFER**

The offered total price for the services indicated in the previous point is:

**XXX EUR**

The offered price includes implementation/delivery of described items as well as all accompanying costs, for example transport, logistics, material costs, when required.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |