

TECHNICAL OFFER

SERVICE FOR DESIGN AND CREATION OF PROMOTIONAL MATERIALS IN THE FRAMEWORK OF THE TWINNING PROJECT GE 16 ENI EC 03 18 "ESTABLISHING EFFICIENT PROTECTION AND CONTROL SYSTEM OF GEOGRAPHICAL INDICATIONS (GIS) IN GEORGIA"

SUBMITTED by (i.e. the identity of the Candidate)

	Name(s) of legal entity or entities making this application	Nationality
Leader		
Member		
Etc ...		

2 CONTACT PERSON (for this application)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

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The technical offer must include the following documents:

- a) Methodology plan: a description relevant to understand the approach undertaken by the tendered to reach the outputs of the contract description in accordance with the parts involved in the project. Description of any subcontracting arrangements with a clear indication of the tasks that will be entrusted to subcontractors and a statement by the tenderer guaranteeing the eligibility of subcontractors. (max. 1 page). Involvement of all members of the consortium: if the tender is submitted by a consortium, a description of the input from each member of the consortium and the distribution and interaction of tasks and responsibilities between them. (max 1 page)
- b) Communication Strategy plan: an outline of the approach proposed for contract implementation focussing on how the requested services will be performed and how they will be successfully completed. It should be no longer than 2 pages. Experts' CVs excluded.
- c) Timetable of work: The timing, sequence and duration of the activities proposed in the Methodology. The identification and timing of major milestones in executing the contract.
- d) Two Key experts CVs drafted on Europass format. The key experts are those whose involvement is considered to be instrumental to achieve the contract objectives. Key Experts should demonstrate experience in: logo designing/web developing and video making and editing. English command is compulsory, Georgian language knowledge will be considered as an asset. Each CV should be no longer than 3 pages. In case of CVs longer than 3 pages, only the first 3 pages will be taken into account. Non-key experts CVs are not necessary.
- e) Additional services: any other additional service offered to the present Contract (max 1 page).