**ANNEX 1**

**TECHNICAL AND FINANCIAL PROPOSAL**

Organisation Details

|  |  |
| --- | --- |
| Organisation Name |  |
| Legal form |  |
| Registered Office address |  |
| Company Registration | Please annex to this proposal the registration document to confirm that the institution is duly registered and complies with the necessary legal requirements to supply services as described in this RFQ.  |
| Contact Details |  |

Experience of the Organisation

*Please state below your qualifications and experience for providing the services as described in the RFQ.*

Experience of the trainer/teacher(s)

*Please describe the experience of the proposed trainer/teacher(s) for delivery of the requested tasks, showing clearly the relevant professional expertise (please annex to this proposal the Curriculum Vitae(s)).*

References

*Include contact details of two institutions who would be willing to act as references.*

Response to Specification

*Provide information about the course content for both offline and online lessons, course duration, number of modules and sessions/classes, tentative class schedule, and overall description of the teaching and learning approaches*. *Refer to the specifications included in section 2.*

Financial Offer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***#*** | ***Description/Specification of Services*** | ***Cost per item*** | ***Quantity*** | ***Total Price*** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 | *[add/remove rows as needed]* |  |  |  |
|  |  |  | ***Total*** |  |

The price of our quote is EUR (taxes and discounts included). This quote is valid for at least 30 calendar days from the final date for submission of the quote.

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Date |  |
| Signature/Stamp |  |