**EU4BCC: Connecting Companies**

**Reference: ENI/2019/411-865**

AnnEX 1: TENDER SUBMISSION FORM for The SME and BSO tour focused on Digital Marketing and Social Media

# **SUBMITTED BY (i.e. the identity of the tenderer)**

|  |  |
| --- | --- |
| **Name(s) of legal entity or entities submitting this tender** |  |
| **Legal status** |  |
| **Year of registration** |  |
| **Official registration number** |  |
| **VAT number** |  |
| **Full official address** |  |

# **CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Full name** |  |
| **Function** |  |
| **E-mail** |  |
| **Telephone** |  |

# **ECONOMIC AND FINANCIAL CAPACITY**

*Please complete the following table of financial data based on your annual closed accounts and your latest projections. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects. Any other clarification or explanation which is judged necessary may also be provided.*

***Please attached to this submission form the annual accounts and balance sheets for the last 2 completed fiscal years.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial date**  *Data requested in this table must be consistent with the selection criteria set in the contract notice* | **Year before last year**  **<specify>**  **EUR** | **Last year**  **<specify>**  **EUR** | **Average**  **EUR** |
| Annual turnover, excluding this contract |  |  |  |
| Current asset |  |  |  |
| Current liabilities |  |  |  |
| [Current ratio (current assets/current liabilities) | Not applicable |  | Not applicable |

# **KNOWLEDGE AND EXPERIENCE (max. 6 pages)**

## Knowledge of the EU and EaP business environments

* *Please describe the knowledge of the EU and EaP business environments.*

## Knowledge in Digital Marketing and Social Media and training abilities

* *Please describe the knowledge and experience in modern Digital Marketing strategies and awareness of Social Media trends and the ability to effectively impart training on these topics.*

## Previously implemented events of similar format

* *Please fill in the table with at least three highly interactive events that are relevant to the object of the Call for Tenders and were completed in the last five years preceding the tender submission deadline, with a* ***minimum cumulative value for all of them of EUR 100 000****. All three events should have made use of interactive techniques and co-active participation, use of collective intelligence to make decisions, set purpose-oriented and collectively agreed agenda, priorities and outcomes, engaging all participants, collectively defining and reaching out needs, etc. The list shall include details of projects’ start and end dates, total amounts and scope, and the role of the tenderer.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | **Name of the event** | **Format of the project (online/offline)** | **Objectives/scope of the event** | **Name of the project in the framework of which the event was organised** | **Country** | **Overall contract value (EUR)** | **Name of client** | **Origin of funding** | **Dates (start/end)** | **Name of consortium members, if any** | **Type of services provided** | **Methodologies/techniques used** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |

**Signed by the legal representative of the tenderer**

Name:

Function:

Date:

Signature: