Annex VI  
Technical Proposal

# ANNEX VI – TECHNICAL PROPOSAL FORM

The technical proposal form is meant for evaluation purposes, and follows the structure of the Tender Specifications. It will become an integral part of the framework contract.

NAME OF THE TENDERER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tenderers should answer the questions below in a concise manner. Please provide the required information in the text boxes. The text boxes may be expanded.**

1. Please describe briefly the company history, including the length of time in business, overall size, the range and number of products and description of activities relating to products of the type required in this invitation to tender.

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1. Please describe briefly your approach to execution of the contract, focusing in particular on the quality of your customer services e.g. account management, how you will communicate with EBA (contact points) and how you will ensure the quality of the supplies and the reliability of the service.

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1. Please describe the proposed online catalogue. The description should in particular provide details on how the proposed system responds to the requirements set out in Section B.3.c “Specific requirements concerning the online catalogue”. Please also provide a direct hyperlink to the catalogue.

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1. Please provide details about your printed catalogue, indicating in particular how often the catalogue is updated. Please include a copy of the printed catalogue in your tender.

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1. Please describe your delivery policy that will be applied in the performance of the contract and provide information on the methods used for transportation e.g. using own vehicle or the use of a courier service.

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1. Please describe your returns policy that will be applied in the performance of the contract, indicating in particular how will you deal with goods damaged in transit and with items delivered not to the quality or exact specification requested by EBA.

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1. Are you able to comply with the mandatory requirements regarding invoicing (as described in Section B.3.g “Invoicing”) and order value.

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| YES / NO |

1. If applicable, please provide any additional information that you consider necessary to be included in the tender.

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Signature of authorised representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_