**Annex 9**

**Request for Services**

**Under**

**EASME/LIFE/2017/028: Single Service Framework Contract on Assistance and Technical Support for the Evaluation of LIFE Proposals**

**Request for Services (RfS) No. XXX**

**Implementing:**

**Framework Contract EASME/LIFE/2017/028**

**Single Service Framework Contract on Assistance and Technical Support for the Evaluation of LIFE Proposals**

Pursuant to the above-mentioned framework contract, concluded between EASME and [name of Contractor] , we request the following service, as specified below:

|  |  |
| --- | --- |
| 1. Designation of service requested |  |
| 2. Requester(name and function) |  |
| 3. Specific terms of reference | See below |
| 4. Estimated duration of the work (calendar days)  Proposed starting and completion dates |  |
| 5. Maximum budget available for the services |  |
| 6. Expected result |  |
| 7. Requester's address (to which the proposal is to be sent) |  |
| 8. Requester's signature |  |
| 9. Date of signing request |  |

Thank you in advance for responding rapidly to this request by submitting your specific tender within 10 working days.

|  |  |  |  |
| --- | --- | --- | --- |
| *Type of service (task number as per tender specifications)* | *Quantity* | *Unit price in €* | *Total cost in €* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Context/General information

2. Subject of the service

3. Tasks to be performed, guide and details of how the tasks are to be carried out, meetings to be held

4. Estimated expertise requirement

5. Estimated timetable

6. Outputs and deliverables to be submitted and payment schedule