**ANNEX C TO THE TENDER SPECIFICATIONS**

**TECHNICAL PROPOSAL**

PURCHASE OF SERVICES

|  |  |  |  |
| --- | --- | --- | --- |
| A | Qualitative award criteria | Description | Maximum points |
| 1. | **Understanding of the objectives of the contract and the work to be carried out, and the methodology of performing the tasks** | Please provide a detailed description of the proposed methodology and organisation of work in order to provide the required services in an efficient and timely manner. The tender should indicate the steps involved in the proofreading and editing job involved in delivering the case study in Annex D, the methodology and steps followed to ensure the availability of a proofreader/editor with the requested language skills, the delivery of the final, edited document, any tools and procedures used and/or followed to ensure timely delivery of high quality proofreading and editing.  Please provide the final proofreading and editing of the case study in Annex D. | 40 (minimum required: 20) |
| Reply: | Provide reply or reference to document here |  |  |
| 2. | **Management approach in terms of organisation, flexibility and service orientation** | Please provide a detailed description of the way in which the provision of the services will be organised, including contract management, availability and adequacy of the resources and backup systems for ensuring timely completion of the contractual tasks, the way the contractor intends to distribute tasks within the team as well as the intended system of ensuring availability of proofreaders/editors available for urgent delivery (as needed for lot 1) or providing proofreading/editing services for less common languages (as needed for lot 2). | 30 (minimum required: 15) |
| Reply: | Provide reply or reference to document here |  |  |
| 3. | **Quality of quality control procedures and mechanisms in place dealing with feedback from EASO on the quality of the deliverables.** | Please provide a detailed description of the quality procedures for ensuring high quality proofreading and editing services for the full lifetime of the contract, as well as on the procedure for following up on EASO’s feedback, making sure that amendment requests, adaptation to the context and referencing are considered in a timely manner and that proofreaders/editors who do not deliver in line with the contract are not used again. | 30 (minimum required: 15) |
| Reply: | Provide reply or reference to document here |  |  |
|  | Total number of points |  | 100 (overall minimum: 60) |

Please add papers if necessary.

Signature of the Tenderer’s Legal Representative

Date