

**Annex I.E**

**To Tender Specifications**

**Tender procedure: EIOPA-OP-042-2018**

**Broker Services for Advertising Related to Recruitment**

**Technical Offer Template**

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

|  |  |
| --- | --- |
| **Checklist of Minimum Requirements** | Answer[[1]](#footnote-1) |
| Do you confirm that you have the ability to provide unhindered services to advertise vacancies and job openings in all the media in the European Economic Area Market?  If Yes, please specify: |  |
| Do you confirm that you have at least one designated contact person able to communicate in English on a C1 level?  If Yes, please specify: |  |
| Can you ensure that you can provide an offer for publication within two working days?  If Yes, please specify: |  |
| Do you confirm that changes to already published vacancies can be accommodated within 24 hours (i.e. deadline extension)?  If Yes, please specify: |  |

|  |  |
| --- | --- |
| **Degree to which proposed services for this tender respond to the Terms of Reference, part of the Tender Specifications** | |
| **No.** | **Criteria** |
| 1 | Timing until vacancy is published in all media as well as response time regarding offer or changes. |
| 2 | User-friendliness of offer for specific needs and completeness of reports and statistics. |
| 3 | Negotiation capacity on price conditions with media providers.  Give up to five examples of media providers where you have secured special price conditions. Briefly describe the relationship and how the special price compares to the standard rate of the media provider. |

In addition to the above, the tenderer is encouraged to include information and descriptions of additional areas or issues it considers relevant to the proposal that are not already covered by the requirements of the procurement documents.

Date: Signature of authorised representative:

(Print name):

Position in Firm (if applicable):

1. Please fill in your answer: “Yes” or “No”. All the above questions require an unconditional affirmative answer in order to be evaluated further. If no answer is given or if an affirmative answer is qualified in any way (e.g. a “yes, but…” answer), the offer will be rejected and not evaluated further. [↑](#footnote-ref-1)