Annex 2

Technical Proposal Form

**Events organisation, accommodation, travel arrangement, logistics management services** **tender**

Vocational Education and Training Programme for Employment (VET4JOB-II)

Company Name:

**The technical proposal should be shared in a packaged format and include the following documents:**

1. **Company Description;** *(this document should be submitted as an annex and named Annex-2.1****-Company\_description)***

* Provide a brief history of your company, including its founding year, mission, and core values.
* Outline the size of your company, including the number of employees, key departments.
* Highlight the key areas of expertise and the products or services your company specializes in.
* Provide details of previous projects or engagements similar to the one being proposed.

*Contractor’s demonstrated work experience in the event and travel management projects of the European Union and/or international organizations in Türkiye including signed letters from third parties (contracting authorities)) (number of the events, size, number of the partners)*

*Experiences showing the Contractor’s local level event and travel management services in Türkiye, especially in the following provinces: Adana, Ankara, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kocaeli, Mersin, Konya, Osmaniye, Şanlıurfa (attached photos and relevant documentation (event report, website, testimonies, technical specifications…) for at least 3 events)*

* List any relevant certifications, industry standards, or recognitions your company has received. This may include quality certifications, awards, or other credentials that demonstrate your commitment to excellence in your field.
* Existing partnerships in provinces for transfers, catering, accommodation, travel… if any

1. **A Comprehensive Breakdown of Proposed Methodology**; *(this document should be submitted as an annex and named Annex-2.2\_* **Methodology***)*

* The methodology section should provide us with a clear understanding of your approach, processes, and how your team intends to meet the project’s objectives.
* Please describe the overall approach you plan to use to achieve the project objectives.

1. **Technical Expertise;** *(this document should be submitted as an annex and named Annex-2.3\_* **Technical Expertise***)*

* Detail the expertise and resources that will be employed during the project. Include any relevant tools, technologies, or frameworks that will be utilized, and explain how they align with the project requirements.

1. **Human Resources;** *(this document should be submitted as an annex and named Annex-2.4\_* **Human Resources***)*

* Introduce the focal persons who will be involved in this project, including their roles, qualifications, and relevant experiences. Provide brief profiles of the focal persons and their experience in managing projects of similar scale and complexity.
* Provide an organizational chart or describe the structure of your team and its relevance to the project.

**Documents Checklist for the Technical Proposal**

| **No** | **Document Name** | **Annex Name** | **Included ✔** |
| --- | --- | --- | --- |
| **2.1** | **Company Description** | Annex-2.1-Company\_description | ☐ |
| **2.2** | **Comprehensive Breakdown of Proposed Methodology** | Annex-2.2\_Methodology | ☐ |
| **2.3** | **Technical Expertise** | Annex-2.3\_Technical\_Expertise | ☐ |
| **2.4** | **Human Resources** | Annex-2.4\_Human\_Resources | ☐ |

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| --- | --- |
| **We hereby confirm that the technical proposal has been submitted in full compliance with the above checklist.** | |
| **Name of the Authorized Person** |  |
| **Title of the Authorized Person** |  |
| **Signature** |  |
| **Stamp** |  |
| **Date** |  |