**-- please feel free to use your company’s letterhead --**

**Annex 2: Organisation Track Record**

**1 Legal status and contact information**

|  |  |
| --- | --- |
| Name of tenderer |  |
| Registered address |  |
| Phone |  |
| Web-site |  |
| Name of contact person |  |
| Office phone |  |
| Mobile phone |  |
| e-mail address |  |
| Date the organisation was formed or started trading |  |
| Company registration number |  |

|  |
| --- |
| Brief description of the core-business of the tenderer (maximum 200 words): |
|  |

**2 Economic and financial capacity**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2021 | 2022 | 2023 |
| Total turnover (EUR) |  |  |  |
| Result before tax (EUR) |  |  |  |
| % of total turnover relevant to the services requested by the FMO |  |  |  |
| Total number of employees |  |  |  |

**3 References**

A minimum of five relevant references is required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCE 1** | | | | |
| Full name of client |  | | | |
| Address |  | | | |
| Contact person |  | | | |
| Phone |  | | | |
| e-mail |  | | | |
| Value of the service provided (EUR) |  | | | |
| Duration (months) |  | | | |
| Date of completion |  | | | |
| Written reference included | Yes |  | No |  |
| Type of assignment (appraisal, monitoring, evaluation or study) |  | | | |
| Brief description of the services provided (maximum 100 words) |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCE 2** | | | | |
| Full name of client |  | | | |
| Address |  | | | |
| Contact person |  | | | |
| Phone |  | | | |
| e-mail |  | | | |
| Value of the service provided (EUR) |  | | | |
| Duration (months) |  | | | |
| Date of completion |  | | | |
| Written reference included | Yes |  | No |  |
| Type of assignment (appraisal, monitoring, evaluation or study) |  | | | |
| Brief description of the services provided (maximum 100 words) |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCE 3** | | | | |
| Full name of client |  | | | |
| Address |  | | | |
| Contact person |  | | | |
| Phone |  | | | |
| e-mail |  | | | |
| Value of the service provided (EUR) |  | | | |
| Duration (months) |  | | | |
| Date of completion |  | | | |
| Written reference included | Yes |  | No |  |
| Type of assignment (appraisal, monitoring, evaluation or study) |  | | | |
| Brief description of the services provided (maximum 100 words) |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCE 4** | | | | |
| Full name of client |  | | | |
| Address |  | | | |
| Contact person |  | | | |
| Phone |  | | | |
| e-mail |  | | | |
| Value of the service provided (EUR) |  | | | |
| Duration (months) |  | | | |
| Date of completion |  | | | |
| Written reference included | Yes |  | No |  |
| Type of assignment (appraisal, monitoring, evaluation or study) |  | | | |
| Brief description of the services provided (maximum 100 words) |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCE 5** | | | | |
| Full name of client |  | | | |
| Address |  | | | |
| Contact person |  | | | |
| Phone |  | | | |
| e-mail |  | | | |
| Value of the service provided (EUR) |  | | | |
| Duration (months) |  | | | |
| Date of completion |  | | | |
| Written reference included | Yes |  | No |  |
| Type of assignment (appraisal, monitoring, evaluation or study) |  | | | |
| Brief description of the services provided (maximum 100 words) |  | | | |

**4 Appendices**

All documents should be submitted in English. In case an English submission is not available, a copy of the original document must be accompanied by an English text stating the principal content of the document. The certificates under 1 and 2 below should not be older than 8 months counted from tender closing date.

|  |  |
| --- | --- |
| **APPENDICES ENCLOSED BY THE TENDERER** | |
| 1 | A certificate of registration (copy) of the tenderer |
| 2 | A certificate showing that the tenderer is registered for declaration and payment of value added tax or a similar sales tax in accordance with the tenderer’s national legislation; has declared preliminary taxes for staff and employee contributions; and is free from debts regarding taxes and social security contributions |
| 3 | A complete version of the tenderer’s latest official annual accounts, including the auditor’s statement |
| 4 | Written references (optional) |

**5 Signature**

Date, place:

Authorised signature: