**Transaction number: 7000001441**

**Project processing number: 24.2122.0-003.00/ G-012550-003**

**Brief project title: STEP IN 2 EU (“Support for Trade, Economy, Policies, Institutions, Norms”)**

**Country of assignment: Ukraine**

*To ensure smooth processing, please only provide the information requested and do not submit additional attachments (such as CVs, company brochures etc.). If you announce your interest as part of a service delivery consortium (Association), please provide the requested information for all consortium partners and present it clearly.*

*Please note that even for a consortium (Association), only a maximum of 10 reference projects (see table 1) may be specified.*

We declare:

I. Economic and financial performance

**1. Information about the applicant(s)**

Full name/company name:

Address:

Commercial register no.:

**2. Contact in the event of queries**

**Name:**

**Email:**

**Tel. no.**

III. Technical capacity

*Proof of technical eligibility is provided by naming at least 3 (three) reference projects with international organisations: information on reference projects should also include topic, goals of project, target audience, commissioning source. etc. In table 1, ’Overview of reference projects’, enter at least 3 reference projects.*

*At least 5 (five) examples of works for social media, layout/ design of flyers/ brochures and/or infographics by providing work samples. Annex at least 5 examples of the named deliverables.*

*Proof of minimum 7 (seven) employees and managers in average over the last three years. Self-declaration by the company (see below).*

*The minimum requirements are checked based on the following criteria and the reference projects entered in table 1 below. Applicants that do not meet these criteria will be considered ineligible and excluded from the subsequent tender procedure.*

1. **Minimum requirements for references**

At least 3 (three) reference projects, independently from the total value of the Project, for working experience (communication services) with international organisations: information on reference projects should also include topic, goals of project, target audience, commissioning source (in English).

**B. Minimum requirements for working experience**

At least 5 (five) examples for the company’s works for social media, layout/ design of flyers/ brochures and/or infographics, independently from the total value of the Project, the examples of deliverables shall be annexed to this Self-declaration (in English/ Ukrainian).

**C.**  **Minimum requirements for number of employees**

At least 7 (seven) persons (employees and managers) in average for the past three calendar years employed in the company.

**We declare:**

**1) The minimum requirements for reference projects in the required technical field are fulfilled.**

The corresponding reference project numbers (as per table 1) are: Numbers

**2) The minimum requirements for working experience are fulfilled.**

The corresponding examples are in Annexes: Numbers

3) **The minimum requirements for number of employees are fulfilled.**

The corresponding average number of employees in average over the last three years: Numbers

**Table 1: Overview of reference projects** (*only reference projects according to description of A criteria.’)*

| **Criteria used for technical assessment** | | |
| --- | --- | --- |
| **No.** | **Project name** | **Commissioning party** | **Period** | **Project description (brief description of the content of the measure, approx. 5-10 sentences)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

### By submitting this document via the GIZ eProcurement Tender Platform, I/we confirm that the aforementioned information is complete and true.

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