

CONSULTANT PRE-QUALIFICATION FORM**GENERAL INFORMATION**

Name			
Address			
Telephone/ Fax			
Website			
Email (general)			
General director (name, tel., email)			
Contact person for EBRD (name, tel., email):			
Date of establishment			
Legal status			
Associates/Owners			
Ownership structure	% Greek	% female	% foreign
Turnover in 2016 (EUR):			
Turnover in 2017 (EUR):			
No. of employees ____, of which ____ consultants (If the owner is a consultant too, please include)	No. of collaborators ____, of which ____ consultants		
No. of women consultants:			
No. of women collaborators:			
Certifications, qualifications, trainings etc.			
Associations (if the consultant is a member of)			

COMPETENCES

- | | | |
|---|--|---|
| <input type="checkbox"/> Strategy | <input type="checkbox"/> Marketing | <input type="checkbox"/> Organisation |
| <input type="checkbox"/> Operations | <input type="checkbox"/> Information systems | <input type="checkbox"/> Engineering solutions |
| <input type="checkbox"/> Quality management | <input type="checkbox"/> Resource efficiency | <input type="checkbox"/> Environmental management |
| <input type="checkbox"/> Others (specify) | | |



COMPETENCES

Competence 1: _____

References from the last two yearsⁱ (minimum 3):

	Name of the client	Project description	Project cost (euro)	Project coordinator from Client's side - name, tel., email-	Name of Project coordinator from Consultant's side
1					
2					
3					

List of experts (All consultants, who will be used for this competence, need to be included.ⁱⁱ)

No.	Name of the expert	Main field of expertise	The years of experience	The relation with Consultant (employee or collaborator)	No. of years working with Consultant	Consultancy fee/ day (EUR)

Competence 2: _____

References from the last two years (minimum 3):

	Name of the client	Project description	Project cost (euro)	Project coordinator from Client's side - name, tel., email-	Name of Project coordinator from Consultant's side
1					
2					
3					

List of experts (All consultants, who will be used for this competence, need to be included.)

No.	Name of the expert	Main field of expertise	The years of experience	The relation with Consultant (employee or collaborator)	No. of years working with Consultant	Consultancy fee/ day (EUR)

Competence 3: _____

References from the last two years (minimum 3):

	Name of the client	Project description	Project cost (euro)	Project coordinator from Client's side - name, tel., email-	Name of Project coordinator from Consultant's side
1					
2					
3					

List of experts (All consultants, who will be used for this competence, need to be included)

No.	Name of the expert	Main field of expertise	The years of experience	The relation with Consultant (employee or collaborator)	No. of years working with Consultant	Consultancy fee/ day (EUR)

The fee rates for consultancy will be in the range of (€/expert/day) (This should match the above mentioned rates): _____ min and _____ max

How did you find about EBRD?

- Website Consultant
 EBRD Client EBRD event
 EBRD information EBRD staff
 Others (specify):

Please include the following supporting documents in your application package:

- Registration Certificate - copy;
- Certificate of Ownership for majority shares – copy;
- Balance sheet and Profit and loss statements for the last 2 years - copies;
- Professional resumes of the consultants/experts (in English). The same senior consultant shall qualify for one main competence;
- The Applicant's presentation/brochure;

Name and signature of legal representative: _____ Date : _____

OFFICIAL USE

The information provided is confidential and will only be disclosed with the written agreement the legal representative of the consultant

ⁱ If you would like to include additional references, please include in your application a separate document with all required information

ⁱⁱ If the consulting firm has more than 3 consultants, please include in your application a separate document with all required information. CVs included in the application should match the list of consultants provided.



European Bank
for Reconstruction and Development

European Investment *Advisory Hub*
Europe's gateway to investment support



This project is funded by
the European Union

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