

**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 years<sup>i</sup> (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.<sup>ii</sup>)**

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

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

<sup>ii</sup> 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.



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