Practical Guide for Application to Open Call for Tenders

We would like to kindly request your attention to the following practical guide for application. To facilitate the application to this call for tenders, we kindly ask you to read this document carefully and complete the annexes A and C with your offer and personal information.

To reach the point where your application meets the requirements and is accepted for evaluation, we kindly ask you to consider the following points:

1. Please ensure to submit your application within the deadline (i.e., 2024-07-28) and to the correct receiver address (stated in Section VIII: exclusively to CallforTender@din.de – sending it to any other email address (even as a copy) will result in exclusion of your application).
2. Please read the objective (see Section II including Annex B) and tasks (see Section III.1) of this call for tenders carefully and make sure, that you can deliver the expected tasks in the given timeframe (see Section III.2).
3. Please complete the table(s) in Annex A to apply for financial support, even if your organisation does not claim reimbursements. Also, it is not admissible to leave the table blank, because it is mandatory.
4. Please fill in Annex C according to the requirements stated in Section VIII of the call for tenders. Please note the following guiding points:
   4.1. To point C: A brief curriculum vitae highlighting your expertise and the expertise of the personnel involved in relation to this call for tenders is sufficient.
   4.2. To point D: Please define the position/project you are applying for by filling in the table, which contains a list of all projects subject to this call for tenders.
   4.3. To point E: Please indicate whether your skills and expertise align with the required criteria by marking the relevant yes or no boxes and providing a brief explanation in the final column of the table. Please ensure to highlight your qualification regarding the specific objectives of this call for tenders. Furthermore, please attach any documents which underline the qualification of you, or your organisation, e.g., ISO / accreditation certificates, or examples of participation in former CEN projects.
   4.4. To point F: Please include the information also given in Annex A in a brief manner.
   4.5. To point G: Please describe what you, or your organisation can offer to achieve the objectives and tasks given in Section II and III of this call for tenders. Please be advised that it is mandatory to answer this point G. It would be beneficial to provide a specific description of how you plan to execute the tasks and a short schedule of the planned realisation.
5. Please verify that the application document (Annex C) is complete and signed by a legal representative of your organisation.
6. Except of filling in the Forms in Annex A und C (also provided as Word files for filling them in), no changes are permitted to be made to the documents of the call for tenders including the draft service contract.

Thank you very much!