*[Place and date]*

## Expression of Interest

1. **Organisational details**

*[In case of consortia please, repeat this section for each consortium member.]*

**Tenderer:**

*[Organisation’s name and legal status]*

**Address:**

*[Organisation’s address: street name and number, city, post code, country, telephone number(s), web page]*

**Registration:**

*[Registry and registration number, VAT number]*

**Legal representation:**

*[Way of representation according to the registration documents, person(s) eligible to represent the Organisation]*

**Representatives:**

*[Person(s) representing the Organisation for this Expression of Interest, their phone number(s) and e-mail address(es)]*

We, the undersigned hereby declare that *[Organisation’s name]* represented by us is interested in submitting a tender for a new IT System for managing EED grants based on Microsoft Dynamics and Microsoft Power Apps for the European Endowment for Democracy.

*[\*\*\* The entire document to be signed with electronic signature(s) and provided in* ***pdf*** *format. \*\*\*]*

1. **Introduction**

*[Brief summary expressing Tenderer organisation's interest in the project and how it matches the organisation’s profile– max. 0.5 page]*

1. **Executive Summary**

*[A concise summary highlighting Tenderer organisation's/consortium’s key strengths, qualifications, and experience relevant to the project – max. 0.5 page]*

1. **Organisation Profile**

*[Detailed information about Tenderer organisation, including its background, organisational set-up, mission, values, and overall capabilities. This section showcases your organisation's expertise and industry qualifications. In case of consortia please, provide information on each consortium member – max. 3 pages]*

1. **Project Understanding**

*[A demonstration of Tenderer understanding of the project's objectives, scope, and requirements. Explain how your organisation's skills, resources, and experience align with the project's needs – max. 1 page]*

1. **Experience and Track Record**

*[**List of implemented projects of similar scale with client’s name, country & city, and contact data of the client. In case of consortia please, provide information on each consortium member – max. 1 page. Please also fill in the table below.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project name, subject and scope | Client (name, address, web page) | Reference (name, surname, telephone number and e-mail of the client’s representative) | Dates (from – to) | Net value (€) |
|  |  |  |  |  |
|  |  |  |  |  |

*[**Please, name at least two software development projects using MS Dynamics , each with a net value of €250,000 or more, successfully completed within the last three years preceding the deadline for submission of Expressions of Interest. EED reserves the right to contact the named reference person.]*

1. **Methodology and Approach**

*[**Detailed explanation of the methodology and approach Tenderer’s organisation will employ to complete the project successfully. Highlight any unique processes, project management methodology, tools, licences, or techniques you will utilize – max. 3 pages]*

1. **Resources and Capacity**

*[**Brief description of the resources and capacities available within your organisation to undertake the project: team's size, qualification/technical capabilities of staff, spoken languages, office location(s), list of all vendors or subcontractors you plan to engage (with their roles in the project). In case of consortia please, provide information on each consortium member – max. 1 page. Please also fill in the table below.]*

|  |  |  |  |
| --- | --- | --- | --- |
| Annual Staff numbers | 2022 | 2023 | 2024 |
| Permanent staff |  |  |  |
| Other staff |  |  |  |

1. **Financial Stability**

*[**Brief overview of Tenderer organisation's financial stability and annual turnover – please fill in the table below]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Financial Data | 2021 | 2022 | 2023 | 2024 forecast |
| Annual turnover (gross inflow during the year) |  |  |  |  |
| Current assets (the value of all assets) |  |  |  |  |
| Current liabilities (debts of financial obligations) |  |  |  |  |

1. **Contact Information**

*[**Clear contact information for the person or team responsible for handling inquiries and coordinating further discussions – name, telephone number and e-mail.]*

**Attachments**

*[All scanned documents shall be submitted in English or in their original languages along with their translation into English. If scans of any of the documents listed above are missing or illegible, EED reserves the right to reject the tender.*

*In case of consortia scans of the documents mentioned in a) through f) below must be presented for each consortium member. A scan of the consortium agreement must be also presented.]*

* 1. Registration document(s);
	2. A list of all owners and executive officers;
	3. Microsoft Solutions Partner for Business Applications designation (badge);
	4. Signed Declaration on honour on exclusion criteria and selection criteria;
	5. CVs of the project manager and the replacement project manager to be designated for the execution of the contract, including his/her experience in similar projects (projects based on MS Dynamics, projects for NGOs, grant management software projects, etc.) and a copy of the project management certificate.
	6. Scan of consortium agreement. *[if relevant]*