## UPUTSTVO ZA PODNOŠENJE PONUDA

Individualni konsultanti, zainteresovani za pružanje konsultantskih usluga koje se finansiraju iz projekta “Znanjem do posla–Е2Е”, faza 2, 7F-08747.01, su u obavezi da svoje ponude dostave u skladu sa i na formularima koje su sastavni deo ovog Uputstva.

**OPŠTA PRAVILA**

1. **Ponude se podnose u zatvorenim kovertama (spoljna i 2 unutrašnje), poštom ili lično, na adresu definisanu Javnim pozivom**
2. **Spoljna koverta mora da sadrži sledeće podatke:**

* Adresa primaoca ponude (iz javnog poziva)
* Naziv pozicije za koju se aplicira
* Ime i adresa podnosioca ponude

1. **Prva unutrašnja koverta mora biti zatvorena i obeležena na sledeći način:**

* “Tehnička Ponuda”
* Naziv pozicije za koju se aplicira
* Ime i adresa podnosioca ponude

1. **Druga unutrašnja koverta mora biti zatvorena i obeležena na sledeći način:**

* “Finansijska Ponuda”
* Naziv pozicije za koju se aplicira
* Ime i adresa podnosioca ponude
* NE OTVARATI ZAJEDNO SA TEHNIČKOM PONUDOM

**TEHNIČKA PONUDA**

**Tehnička ponuda mora da sadrži:**

* Technical Proposal Submission Form (Prilog 1)
* Biografija kandidata na engleskom jeziku (CV u EU formatu)

**FINANSIJSKA PONUDA**

**Finansijska ponuda mora da sadrži:**

* Financial Proposal Submission Form (Prilog 2)
* Popunjen obrazac Finansijske ponude

**PRILOG 1**

## TECHNICAL PROPOSAL SUBMISSION FORM

Hereby I would like to declare interest to provide *(uneti naziv pozicije/usluga za koju se aplicira)*

|  |  |
| --- | --- |
| **Full Name of Applicant** |  |
| **Status: *\*employed/unemployed/retired/***  ***nontaxpayer*** |  |
| **Address** |  |
| **Telephone** |  |
| **E-mail Address** |  |

I hereby certify that the information contained herein and attached hereto is complete and accurate to the best of our/my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Surname

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**PRILOG 2**

# Financial Proposal Submission Form

[*Location, Date*]

Social Inclusion and Poverty Reduction Unit (SIPRU)

Bulevar Milutina Milankovića 106

11070 Belgrade

Republic of Serbia

Dear Sir/Madam,

I, the undersigned, offer to provide the consulting services in regard to provide *(uneti naziv pozicije/usluga za koju se aplicira)* in accordance with your Request for Submission of the Expression of Interest [*datum*].

My attached Financial Proposal is for the net amount per page of [*Indicate the corresponding to the amount(s) currency(ies)*] [*Insert amount(s) in words and figures*] and net amount per hour of [*Indicate the corresponding to the amount(s) currency(ies)*] [*Insert amount(s) in words and figures*].

My Financial Proposal shall be binding upon me subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*datum*].

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Name and Surname:

Address:

**Financial Proposal**

**Cost Estimate of Services and Schedule of Rates**

1. Remuneration of Staff

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Rate**  **(net per page/hour)** |
| Translator/Interpreter | *(uneti ime kandidata)* | CHF |
|  | | |
| Translation services per page | | *(uneti neto očekivanu naknadu po strani)* |
| simultaneous and consecutive interpretation per hour | | *(uneti neto očekivanu naknadu po satu)* |