Tenderer's company name:

**Tenderer's Offer Form**

To allow a correct evaluation of their offer, tenderers are invited to provide as much detail as possible

Part 1 – Content Production (please read tender specifications points 3.2 and 5.2 before completing this form)

Please provide a detailed explanation of the following: (*please use several pages if judged relevant*)

|  |
| --- |
| How you will organise and oversee delivery of the tasks for this contract, including ensuring adequate quality and timely delivery of content. |

|  |
| --- |
| Who will take part in the editorial meetings and how he/she will ensure information from these is fully conveyed to those delivering the content so that articles fully match requirements.  |

|  |
| --- |
| How you will conduct research for individual articles and ensure availability of staff with the requisite English and research skills for this. |

|  |
| --- |
| Please attach to this Offer Form:* A printed copy of at least 3 recently own-produced articles in Japanese on EU topics
* CVs of the staff you may likely call in to produce articles under the EU MAG contract
 |

Part 2 – Production of a test article (tender specifications point 5.2.2)

Please produce a test article in Japanese (2,500 to 3,000 JP characters) on the topic "the EU's Contribution towards the post 2015 Hyogo Framework Action (on disaster prevention)" for the *Issues in Brief* section of the EU MAG, following the same style of the articles in this section (for reference see <http://eumag.jp/issues/>) and add an English gist of about 250 words. Also briefly explain how and on which sources the research for this test article was done.

*Tenderers may wish to use separate pages for this part of the offer which should then be added to this form*.

Part 3 – Price quotes (tender specifications point 5.2.3) in EURO, all costs included

|  |  |
| --- | --- |
| **Type of article** | **EURO** (1) |
| Production of a two-part article under the "Feature Story" – each part of approximately 3,000 JP characters (total +/- 6,000 JP characters) + EN gist of 250 words each |  |
| Production of an article for any other section of the EU MAG – approximately 3,000 JP characters + EN gist of 250 words |  |
| **Total price** for a set of 2 articles (2) |  |

(1) Marked prices for the individual articles will be used as agreed price per article in Purchase Orders

(2) The total price that will be used in the award formula (see point 3.2 of the tender specifications)

**Mandatory declaration**

Our company is registered as designated service-provider for tax exemption by the Ministry of Foreign Affairs of Japan (MOFA) YES 🞎 NO 🞎 (tick appropriate box)