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| **Contract title:** | | | |  | |  | | **Publication reference:** | | | | | | | |
|  | Tender number | Tenderer name | Tender submission form duly completed?  (Yes/No) | | Declaration of honour on exclusion and selection criteria (standard EU model attached to the call). (Yes/No) | | Language as required?  (Yes/No) | | Organisation & methodology exist?  (Yes/No) | Key personnel (list + job position)? (Yes/No) | Proven experience in organizing similar events within the last 3-5 years. (Yes/No) | The description of the capacities available for (i) human resources, (ii) rooms, (iii) beds, (iv) restaurant, (v) conference room, (vi) logistic equipment)  (Yes/No) | Requirements for Financial Capacity Documents: 6.4.  Has he submitted 9 documents from e-Albania?  (Yes/No) | Overall decision?  (Accept / Reject) |
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| **Chairperson’s name** |  |
| **Chairperson’s signature** |  |
| **Date** |  |