



# International School Sport Federation

59 rue Archimède - 1000 Brussels - Belgium

## APPENDIX 1: LETTER OF TENDER

### 1. GENERAL ELEMENTS OF THE COMPANY

FULL COMPANY NAME	
ADDRESS:	
PHONE:	
FAX:	
EMAIL (1):	
EMAIL (2):	
WEBSITE:	
YEAR OF FOUNDATION:	
BANK ACCOUNT NUMBER:	
IBAN:	
BIC:	
BANK:	
BANK ADDRESS:	

### 2. STAFF / STRUCTURE

POSITION	FIRSTNAME	LAST NAME
PERSON IN CHARGE		
	E-mail:	
	Contact:	
PERSON RESPONSIBLE FOR COMMUNICATION WITH ISF		
	E-mail:	
	Contact:	

### 3. LEGAL STATUS

What is the legal status of your company?

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Is your company subject to VAT? If so, please provide us with the registration number:

#### **4. DECLARATION**

With due authority from my company, I hereby confirm that the information filled out in this document are true and correct to the best of my knowledge.

I hereby also confirm that we have a sound understanding of the tender procedure as well as the requirements to be eligible as a candidate for this Tender.

Any and all information given in compliance with the Tender, I hereby give authorisation to the Employer to collect, retain and use in the process of evaluating our suitability for the Tender.

SIGNATURE COMPANY REPRESENTATIVE

Name:

Signature:

STAMP:



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## Appendix 2 – Price of Tender

Specify price estimates per element in EUR

Service	Description of Service/ Elements	Price (net)	VAT	Total Price
1. Concept				
2. Design/execution				
3. Copywriting				
4. Programming				
5. Maintenance (annual price)				
6. Hosting /server				
Overall price for the project (without VAT):				
Overall price for the project (including VAT):				

### Framework for describing technical requirements for website hosting and server:

SIGNATURE COMPANY REPRESENTATIVE

Name:

Signature:

STAMP:



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**Appendix 3 – Historical Contracts and Experience**

**1. PAST WEBSITE DESIGN ASSIGNMENT**

**PROJECT 1**

FULL COMPANY NAME CLIENT	
ADDRESS	
PHONE:	
FAX:	
EMAIL (1):	
EMAIL (2):	
Details of Assignment:	
Link to client's website:	



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## PROJECT 2

FULL COMPANY NAME CLIENT	
ADDRESS	
PHONE:	
FAX:	
EMAIL (1):	
EMAIL (2):	
Details of Assignment:	
Link to client's website:	



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## PROJECT 3

FULL COMPANY NAME CLIENT	
ADDRESS	
PHONE:	
FAX:	
EMAIL (1):	
EMAIL (2):	
Details of Assignment:	
Link to client's website:	



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## **2. DECLARATION**

With due authority from my company, I hereby confirm that the information filled out in this document are true and correct to the best of my knowledge.

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Any and all information given in compliance with the Tender, I hereby give authorisation to the Employer to collect, retain and use in the process of evaluating our candidature for the Tender.

SIGNATURE COMPANY REPRESENTATIVE

Name:

Signature:

STAMP: