Annex 1

Proposal template

**From:**

**Name: XXXXXX**

**Address: XXXXXXXXXXXX**

**Country: XXXXXXXXX**

**Phone:**

**VAT nº or Tax ID: xxxxxx**

**To:**

**Regional Activity Centre for Sustainable Consumption and Production**

**Agència de Residus de Catalunya**

**C/Dr. Roux núm. 80**

**08017 Barcelona, Spain**

**NIF: Q-5856373-E**

1. **Technical offer**
   1. Examples of other stakeholder engagement and communication strategies designed and implemented in the Southern Mediterranean (logos, outreach materials, videos, social media campaigns, …)
2. **Financial offer**
   1. Statement of the proposed personnel, their daily rates and the estimated number of working days for the assignment (1 day = 8 working hours), as well as any other additional expenses related to their work. A template for the financial offer is provided below. All costs presented should exclude Value-Added Tax (VAT).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personnel** | | | | | |
| Task | Expert (name) | Responsibility[[1]](#footnote-2) | Daily rate (€) | # of days | Total cost (€) |
| 1 | Expert 1 |  |  |  |  |
|  | Expert 2 |  |  |  |  |
| 2 | Expert 1 |  |  |  |  |
|  | Expert 3 |  |  |  |  |
| 3 | Expert 1 |  |  |  |  |
|  |  |  |  |  |  |
| 4 | Expert 2 |  |  |  |  |
|  | Expert 3 |  |  |  |  |
| Total personnel costs (A): | | | | |  |
| **Additional expenses** | | | | | |
| Description | | | Unit cost (€) | # of units | Total cost (€) |
| Item 1 | | |  |  |  |
| Item 2 | | |  |  |  |
| Total additional expenses (B): | | | | |  |
| **Total budget** | | | | | |
| Total budget (without VAT) (A+B): | | | | |  |
| Total budget (with VAT): | | | | |  |

**Annex 2**

Applicant’s bank details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CREDITOR DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **TAX ID** | | | | | | | | | | | **NAME** | | | | | | | | | | | | | | | | |
| **STREET**  **PD** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CITY** | | | | | | | | | | | **COUNTRY** | | | | | | | | | | | | | | | | |
| **PAYMENT DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **NAME OF BANK** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **IBAN NUMBER**  Country  code | | | | | | | | | | | |  | | | | | |  |  | | | | | | | |  | | | |
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| cu | | | | | | |  | | |  | | |  | | | | | | | | | | | | | | |
| **SWIFT CODE** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ADDRESS OF BANK** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PD** | | | | | | | | **CITY** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | |  | | |  | | | | | | | | | | | | |

In compliance with the Personal Data Protection Regulations and thus, in accordance with the Spain Organic Law 15/1999, dated 13th December 1999, on the Protection of Personal Data (LOPD), we inform you that the contact details hereby provided are included in a file owned by the Waste Agency of Catalonia, based on C/Doctor Roux núm. 80, 08017 – Barcelona.

1. L = Leads; S = Supports [↑](#footnote-ref-2)