**Annex 4**

**Stage 1**

**Please fill in and submit with your proposal RFP/2020/007 of irena.org uplift design services**

General Information

|  |  |
| --- | --- |
| Company Name |  |
| Address |  |
| Telephone Number |  |
| Email Address |  |

**Mandatory Technical Requirements:**

|  |  |  |
| --- | --- | --- |
| ‘’Mandatory Technical Requirements’’ will be considered on a Pass or Fail basis – i.e. failure to comply with any of these points will disqualify the bidder for Stage 2 evaluation. | YES | NO |
| Minimum 7 years experience in graphic design Services. Please  Submit proof |  |  |
| Minimum of 5 Contracts implemented so for providing similar services to Local or International agencies, governmental, Non-governmental organizations and publishing houses using Sitecore XP. Please submit proof |  |  |
| Minimum 3 recommendation letters from current or previous customers. ( 3 letters to be submitted) |  |  |
| Minimum 3 samples of previous work of design for websites  (Samples include maps, tables, and video graphics), renewable energy theme is preferred. |  |  |

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Contact Details:

Date