

## 12. Annexes

### Template 1: Tender submission form

Applicants must use this template to describe the service proposal they wish to implement. **All sections are mandatory.** Proposals that are incomplete or not aligned with the eligibility criteria will not be considered.

#### 1. Applicant Information

Field	Details
Applicant region	
Lead organisation	
Contact person	
Email & phone	

☐ We confirm that the applicant is part of a **Regional Skills Partnership (RSP) established under the TCLF SkillBridge project** and that a **draft Work Programme is in place**. The Work Programme is attached to this proposal.

#### 2. Proposal Details

<b>Title of service proposal</b>	
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#### Full description of service/action (2–3 pages):

*Describe the service you propose to deliver, including objectives, main activities, methods and how these respond to the skills needs of SMEs in your region.*

<b>Description</b>

#### 3. Alignment with the Pact for Skills and RSP Work Programme

*Explain how the proposed service(s) addresses the skills gaps identified in your RSP work programme, and contributes to the EU Pact for Skills priorities (e.g. apprenticeships, generational knowledge transfer, digital and green transition, sustainability).*

<b>Explanation</b>

#### 4. Partners Involved

List all organisations involved in delivering the service and briefly describe their roles.

Organisation	Role in service delivery

#### 5. Target Beneficiaries

Identify the SMEs that will benefit and the expected outreach.

Sector(s) (T/C/L/F)	Number of SMEs supported	Expected number of SME employees trained/mentored

#### SME selection process:

Describe how SMEs will be identified and selected (e.g. call for expressions of interest, criteria, timeline). The process must be transparent, non-discriminatory, and coordinated within the RSP.

Description

#### 6. Duration

Start month	
End month	

#### 7. Outputs and Outcomes

List the expected tangible outputs (e.g. apprentices trained, guidelines produced) and expected outcomes (e.g. improved SME digital skills, adoption of sustainable practices). Indicate how success will be measured.

Expected outputs (tangible)	Expected outcomes (impact)	How success will be measured

#### 9. Budget (EUR)

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.



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*Provide a fixed price offer including all costs..*

Category	Estimated amount (€)	Notes / breakdown
Training / coaching delivery		
Coordination / management		
Travel & subsistence		
Other (logistics, equipment, promotional material, etc.)		
<b>Total requested</b>		

☐ I declare that, as subcontractor under the TCLF SkillBridge project, the proposed budget and any further procurement of goods or services will follow best-value-for-money principles and comply with applicable national procurement rules.

By submitting this application, the undersigned confirms that:

- the information provided in this proposal is accurate and complete to the best of their knowledge;
- the proposal complies with the eligibility criteria of the Call for Services;
- the applicant agrees to the reporting, monitoring and procurement requirements set out in the Call.

**Name of authorised representative**

**Position / role**

**Organisation**

**Date**

**Signature**