

### **Documentation List**

All documentation generated in a language other than Spanish must be accompanied by a free (unofficial) translation into the Spanish language. In case of being awarded, any documentation submitted that has been generated abroad must be apostilled.

#### **For international Providers:**

- Certification of legal status and ownership and type of stock, or its equivalent, issued no earlier than one month prior to the application date.
- Copy of the identity document (passport) of the person signing the documents.
- If the documents are not signed by the legal representative, please attach a legal certification that supports the power held by the signatory of the request, which must include the authorization for signing all the subsequent documents, including the signature of the contract.
- The provider must submit at least two (2) reference letters from different customers showing that it has satisfactorily provided training/certification services on the topics mentioned in 3.2.1 section.
- Annexes 1, 2 and 3 of the complete call.
- If the provider is the only one offering the certification, it will be exempt from meeting the experience requirement; for the purposes of this exemption, the provider must submit a certification issued by the certification owner showing that it is the sole provider in this country.
- Providers offering certifications must be recognized as an authorized center or educational partner of the owner of the certification being offered. This will be verified by means of a certification, contract, agreement or accord signed by the two parties.
- Issue affidavit available on the MICITT website with digital signature.

#### **Para evaluación de la propuesta:**

- Technical proposal, of costs and composition of the team that will provide the training/certification services, as described in section 3.2 of the call, detailing the language in which the training/certification is taught, the general structure of the training/certification, the planning of the lessons that will be given specifying the contents of each lesson, the activities (theoretical and practical, master or participatory activities, individual or group), resources, evaluation and the didactic material used. Also include the entry profile of people who can take the training/certification.
- Document indicating the cost of each training/certification, per person and per group, indicating maximum and minimum quota. In addition, detail separately the

costs associated with providing training/certification in Costa Rica (tickets, infrastructure rental, per diem, etc.).

- Enrolled list and approved list of the previous version of the training/certification related to the subject to be taught
- Attach for each training/certification the cost offered in the previous edition.

**To opt for additional points:**

- Explanatory document of the strategy for moving the training/certification outside the GMA.
- Explanatory document of the strategy for the participation of cantons with a low IDS