



European Centre for the  
Development of Vocational Training  
Procurement Service

## **REQUEST FOR CLARIFICATIONS (3) – QUESTIONS AND ANSWERS**

### ➤ **Question Nr. 1**

In 3.5.2, in tendering specifications document, you say: “Price quotations must be made on a separate page and state the price per hour (1 hour = 60 minutes), irrespective of the size of the class and the level, for courses located at Cedefop’s premises.”. Will the tender include separate prices for every language and for every level or the above extract indicates that there is a flat price covering all levels of training for a specific language?

### **Cedefop’s clarification to Question Nr. 1**

The extract you mention indicates that there is a flat rate covering all levels of training for a specific language. So, one price per hour for teaching the language at any level.

### ➤ **Question Nr. 2**

In 1.1, under section titled “Total quantity or scope” you estimate the hours needs for every lot in average and you say: “The estimated volume (in hours) of **all services** for each lot per year is:...”. Obviously, you make clear that the volume, in hours, for every lot includes the additional training procedures used such as progress and placement tests, oral exams, etc. But, does this volume for each lot include all levels? Does the tenderer have to distribute the hours to each level in advance?

### **Cedefop’s clarification to Question Nr. 2**

The volume in hours per lot as mentioned in 1.1 include all levels. The tenderer does not have to distribute the hours to each level. Which levels will actually be required will depend on the needs of Cedefop's staff and will be decided after the contract(s) have been awarded.

➤ **Question Nr. 3**

In the beginning of the invitation you say: “2. If you are interested in this contract, you should submit a tender **in triplicate** in one of the official languages of the European Union (preferably in English).” Does this mean you need 3 separate envelopes for every lot or 1 envelope for every lot containing 3 copies of each bid?

**Cedefop’s clarification to Question Nr. 3**

The answer is 3 copies per Lot per envelope. In case of submitting more than one Lots, use an envelope for each separate Lot. Please take into consideration point 4 of page 2 concerning the inner and outer envelopes.

➤ **Question Nr. 4**

In 2.2.4 you say, regarding the economic and financial capacity of the tender, one can provide: “a statement of overall turnover and turnover concerning the services covered by the contract during the last three financial years.” Is the report from the tax authority sufficient?

**Cedefop’s clarification to Question Nr. 4**

The answer is yes.

➤ **Question Nr. 5**

Invoices will be issued by the Contractor every sixty days and get paid by Cedefop in 30 days after they have been issued?

**Cedefop’s clarification to Question Nr. 5**

For information on payments please refer to Article I.5 (Payment Periods) of the Draft Multiple Framework Contract.

➤ **Question Nr. 6**

The documents described in the tendering specifications in page 9 paragraph 2.2.3 and in page 10 paragraph 2.2.4 (economic and financial capacity) must be submitted together with the whole tender? For Greek companies all these documents will be in Greek, do they have to be officially translated in English?

What if the company that wants to participate is a new company (with the legal form that exists today) so there is no financial data of the last two years?

### **Cedefop's clarification to Question Nr. 6**

The tender must include all the requested documents. Greek documents are accepted as well as documents in any EU language.

If the company is new you have to submit any documents foreseen/recognized by the legislation in the place of your residence for proving your economic and financial capacity. In case of not submitting any of the requested documents you must state the reason(s).

#### ➤ **Question Nr. 7**

A simple document stating the name and position of the individual entitled to sign the contract will be OK? (page 10 paragraph 2.3 of the tendering documents).

### **Cedefop's clarification to Question Nr. 7**

The answer is yes.

#### ➤ **Question Nr. 8**

Annex I, annex II and annex III of the draft multiple framework contract will be signed between Cedefop and the Contractor?

### **Cedefop's clarification to Question Nr. 8**

After the awarding stage, Multiple Framework Contracts will be signed between Cedefop and the successful Contractors. The Multiple Framework Contracts will be implemented by Order Forms or Specific Agreements after Cedefop's request. For more information please refer to the Special Conditions of the Draft Multiple Framework Contract.

#### ➤ **Question Nr. 9**

Considering and studying the invitation for tenders of provision for language courses I would like some clarifications concerning paragraph 4.1. Referring though, to the description of the courses I would like to mention that not being aware of the weekly hours of each lot it is quite hard to form a certain course plan and especially to define the speed/duration that you request. What should you advise me to do?

Furthermore, how detailed should a course plan be? Are there any samples to follow in order to be correct avoiding gaps of information?

### **Cedefop's clarification to Question Nr. 9**

For an indication of the speed/duration of courses, please refer to point 3.4.1. If, however, you feel that this speed/duration is not appropriate, you are welcome to make a technical proposal which deviates from it.

As regards your second question, there are no samples of course presentations. The set-up of the plan should follow the structure as mentioned under point 4.1

### **➤ Question Nr. 10**

Concerning the provision of Language courses for Cedefop Staff, I would like to ask you if the course plans should be presented in the language of each lot itself or alternally in English.

### **Cedefop's clarification to Question Nr. 10**

The course plans should preferably be presented in English (like the rest of the tender).