



Thessaloniki, 06/04/2011  
RS/PRO/DELE/2011/0181

## OPEN INVITATION TO TENDER

AO/RES/AMC/LanguageCourses/001/11

“Provision of French/Greek language courses for Cedefop staff”

### **REQUEST FOR CLARIFICATION (1) – QUESTIONS & ANSWERS**

#### **Question Nr. 1**

*Award criterion 3 of the Technical evaluation (page 17 of the tender documents) indicates "Quality of the assessment of likely difficulties in delivering the courses and proposed solutions".*

*My question is if the difficulties referred to concern directly the teaching process or if they are general difficulties relating to the provision of services.*

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

In point 5.2 of the tender documents it is explained that the assessment of likely difficulties “in delivering the courses” concerns the courses described in 2.2.1 and 2.2.2. Thus it is the “teaching process” which is referred to here.

#### **Question Nr. 2**

*Award criterion 4 - Quality assurance for the present contract. Quality of the measures foreseen by the contractor to ensure continuous availability of appropriate instructors.*

*This criterion gives me the impression that it refers mainly to companies. If a teacher (natural person and not a company) prepares a tender then obviously the contractor and the instructor is one and the same entity. In such cases it is not clear what is expected in this criterion from an independent teacher as his/her availability can be considered given.*

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

This criterion refers not only to companies but also to natural persons. Requested is a description of the measures foreseen for quality assurance and for ensuring permanent availability of appropriate instructors. This includes cases of unforeseen non-availability of the main instructor.

#### **Cedefop's clarification for the Legal Entity Form in the Greek language**

For tenderers using the Greek Legal Entity Form, please note that "Αριθμός ΦΠΑ" corresponds to "Αριθμός Φορολογικού Μητρώου (ΑΦΜ)".