

**OPEN INVITATION TO TENDER****AO/DSI/JP/ Learning outcomes and the labour market /004/15****Request for Clarification (3) – Questions & Answers**

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**Question No 1**

According to the Tender Specifications (page 13) “10 initial VET qualifications will be throughoutly studied in 10 countries,...” and “In-depth case studies will be carried out in 10 VET institutions,...”. Do the above provisions mean that the contractor would need to select 10 initial VET qualifications and study them in all the countries further selecting one VET institution in each country (providing one of the 10 selected initial VET qualifications) for in-depth case study (thus we will have 10 cases studies of 10 different VET institutions providing different qualifications)?

**Cedefop’s answer to question No 1**

Further to **Cedefop correction (1)** – correction No 2 – published on Cedefop website, and as per the Terms of Reference, Cedefop wishes to further clarify that 10 initial VET qualifications will be thoroughly studied in each of the 10 selected countries, allowing for an in-depth understanding of strengths and weaknesses of the learning outcomes approach in promoting increased relevance and quality of vocational education and training. Additionally, in-depth case studies may be carried out in 10 VET institutions, involving teachers, trainers, organisers of practical training in companies and employers for an in-depth analysis.

**Question No 2**

In Page 13, section 2.1.1 and elsewhere, you refer to a forthcoming Cedefop study documenting the progress in the use of learning outcomes approaches in Europe. Could the draft of this study be released to us for reference, as potential tenderers?

**Cedefop’s answer to question No 2**

Cedefop may not disclose this draft publication as it is undergoing further analysis before being made available to the public.

### **Question No 3**

I would like to ask you whether Cedefop provides any financial handbook or guidelines for financial rules related to the budget construction, for example how detailed a budget form should be, what is the percentage of administrative support and management costs of all project costs, allowed budget categories, etc.?

### **Cedefop's answer to question No 3**

Cedefop doesn't provide any financial handbook or guidelines for financial rules related to the issues you refer to in your question. It is up to each tenderer to make a proposal they find the most suitable in order to comply with the requirements of the Tender Specifications. The tenderer is however requested to fill in the financial offer form proposed in point 5.4 of the Tender Specifications.

### **Question No 4**

Does the tender have to be in Cedefop Greece on Friday 31/7/2015?

Or do we have to send the tender by courier at least on Friday 31/7/2015 (so that it arrives for example on Monday 3/8/2015)?

### **Cedefop's answer to question No 4**

The deadline for submission of tenders is indeed on 31/07/15, this means that the tenders have to be dispatched at the latest on Friday 31/07/2015 and can arrive later on to Cedefop.