



Thessaloniki, 05/07/2010
RS/PRO/DELE/2010/432

OPEN INVITATION TO TENDER

AO/RES/AMC/LanguageCourses/007/10

“Provision of language courses for Cedefop staff”

REQUEST FOR CLARIFICATION (1) – QUESTIONS & ANSWERS

Question Nr. 1

The range of courses on offer includes basic courses of a general nature and specialised courses. Must the tenderers refer to the intensive courses and individual courses in the technical offer and financial offer or not?

Cedefop’s clarification to Question Nr. 1

Throughout the duration of the contract, Cedefop may request all types of language courses described in the technical specifications (point 2). For evaluation purposes only though, it is requested from the tenderers to describe a customised course of a general nature for Cedefop staff at advanced level as described in point 5.2. For the financial offer, please see reply to point 3 below.

Question Nr. 2

What is the minimum number of instructors (primary and reserve) to be assigned to work in each category of courses (basic, specialised, etc)?

Cedefop’s clarification to Question Nr. 2

The contractor must be able to respond to Cedefop's language training needs at any given time. It is up to the contractor to determine the number of instructors required to implement this. It could be that one instructor can cover all courses (for a specific Lot). In that case one reserve teacher is needed.

Question Nr. 3

Is there a specific form of financial offer? Shall we refer to a general price offer per hour, or a price offer per hour per language course, e.g. basic, specialised, etc ?

Cedefop’s clarification to Question Nr. 3

As indicated in point 5.4 of the technical specifications, the financial proposal should indicate the price per hour (1 hour = 60 minutes) for delivery of a language course as described in points 2.2.1 and 2.2.2. The price per hour should be valid for all courses (for a specific Lot), irrespective of course type, level or size of class. In other words, your price offer should indicate one price which will be valid for all courses, whether basic, specialised, individual etc.