



## TO WHOM IT MAY CONCERN

### Call for tenders n. LISA/2015/OP/01

#### Training, coaching and learning provision channel

#### Questions and answers series 3 (questions received between 01.05-18.05.2015)

##### Question 1.1

Section 5.3.1 of Annex 1 "The course will be attended by 10 staff member that have level A1 and should reach level B2 at the end of the course. The course will be attended by 10 staff member that have level A1 and should reach level B2 at the end of the course"

*Question:* Does "reach" mean that level B2 has to be completed by the end of the course?

##### Answer 1.1

Indeed. Completion of B2 level preparation in order to be ready for the respective certification according to Common European Framework of Reference for Languages.

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##### Question 1.2

Section 5.3.1 of Annex 1 "Total estimated duration is 240 hours (60hrs for each module/level)."

*Question:* If the staff have A1 accomplished this means the start with Level A2, then take B1 then B2. One counts 3 levels.

3x60 hours equals 180 hours.

or

240 hours : 60 hours equals 4 levels.

or

240 hour : 3 level = 80 hours

What estimates are correct?

##### Answer 1.2

This is meant for total beginners, starting with A1 and at the end completing B2. Therefore we have levels A1, A2, B1 and B2, thus 4 levels X 60 hours = 240 hours.

### Question 1.3

In the invitation to tender it is stated that questions can be asked by 18.08.2015. Is this correct?

### Answer 1.3

No, 08 is a typo. The last date to ask questions is 18.05.2015.

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### Question 1.4

Scenario 9 refers to an online induction training in health and safety at work.

The financial evaluation questionnaire gathers the same scenarios of the terms of reference, for us to quote, except scenario 9, which is substituted by a “e-learning content development - online induction training”. Hence, we would like to ask if there is any mistake here. If you are really expecting us to quote that content development course, could provide further details on its requirements?

### Answer 1.4

The tenderer(s) are asked to provide an estimation of costs in regards to the development of an e-learning course (content). The outcome of this development should be an 8 hour course for the staff members in subject related to health and safety at work. The financial offer should be a summarisation of content development, project management, recordings and any other costs occurring for a static – non interactive course. Material used for the e-learning course development, can be also off the shelf.

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### Question 1.5

Is it obligatory to provide training in all areas listed in the tender documents or the tenderers can choose the area?

### Answer 1.5

The present call for tenders covers all different kinds of training listed in the tender documents and the future contractor shall provide the trainings requested by the contracting authority during the implementation of the contract.

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