

## Negotiated procedure aimed to select the supplier of TRAINING SOFT SKILLS to members of the European University Institute NP/EUI/HR/2019/001

### Question n. 1

I am a freelance professional with a partita iva under the category of Corsi di Formazione e di Aggiornamento Professionale. It is a Ditta Individuale. Do I need to specify this? Or just leave the lines blank that are not applicable?

Reply:

For cases of “ditta individuale” this information can be specified in the following line: “for the company: ditta individuale” included in both the technical and economic offer and to leave blank the lines referring to companies.

### Question n. 2)

Is the EUI exempt of the CAP 4% or should it be included in the quoted price?

Reply:

All the prices must be quoted in Euro and free of all duties, taxes and other charges (including VAT) as indicated in the tender documents. However, the EUI is not CAP 4% exempt.

### Question n. 3

Does the EUI specify the number of hours in each 2 day course, or should I provide suggestions for that?

Reply:

The tenderer should please provide suggestions on the hours foreseen in a course.

### Question n. 4

In Lot A there will be 6 training sessions. I am interested only in one areas within the lot (e.g. only Public Speaking, only Time Management, or only Conflict Management). Is it possible to submit offers for only one area within Lot A (e.g. ONLY public speaking, or ONLY conflict management or ONLY Time Management)? Do I have to submit an offer that encompasses everything listed in Lot A?

Reply:

Each offer must address all three soft skills trainings included in each lot. Offers addressing only one or two training(s) included in each lot shall be rejected.

The EUI accepts the possibility that several economic operators (max three, one for each soft skills training included in each lot) submit a joint tender addressing all the three soft skills trainings included in each lot.

This means that if, for example, one economic operator is able to provide training(s) on public speaking and/or on conflict management but not on time management then he/she can join other(s) economic operator(s) able to provide other(s) training(s) and submit a joint tender for all the three soft skills trainings included in lot A and/or lot B.

When an offer is submitted as a joint tender, it must clearly specify that it is a joint tender and it must include the identity (e.g. CV's) of all the economic operators taking part in the joint tender and the type of training each of them wish to provide.

Furthermore, each economic operator in a joint tender needs to submit his/her own copy of the Declaration on Honour signed.

The technical offer and economic offer are to be submitted jointly and must include a clear description of how the trainings will be provided and by which trainer other than the required quotations.

Please, be aware that in a joint tender all the economic operators who jointly submit an offer shall be jointly liable for the contract and not only for the training or trainings directly provided.

In case a joint tender is awarded with the framework contract, the latter can be signed by all legal entities (i.e. each component of the joint tender), or by one of them which has been duly authorised by the others (a power of attorney is to be attached to the contract).

#### Question n. 5

In Lot A there will be 6 training sessions. How many training sessions are foreseen for each area within Lot A (Time Management, Conflict Management, Public Speaking)?

Reply:

During the fixed contract 2 training sessions of 2 days are planned for each of the following areas: Time Management, Conflict Management, Public Speaking.

#### Question n. 6

When will the training sessions begin?

Reply:

The training sessions will begin at the earliest between end of summer and autumn 2019, and under no circumstances earlier than the date of the signature of the contract.

#### Question n. 7

Could you give me more information on the short notice cancellation prevention plan?

Reply:

This is a plan that foresees any substitution of the trainer in case of illness or absences due to other unforeseen reasons.

Question n. 8

Does the EUI prefer that I specify everything in the page of the Technical and Economic Offers, or can I put all of this information in 2 separate attachments?

Reply:

It is possible to attach documents to the Technical and Economic Offers if you wish.

Question n. 9

In the tender, it asks to specify how the Pre-Assessment of participants and harmonization of groups will be lead. What exactly is the meaning of this?

Reply:

This is how the prior knowledge of participants will be evaluated and in what way the composition of groups will be established; in order for the participants to optimise from the training. The EUI would rely on the trainer to make such evaluation.