

Tenderer's Technical Questionnaire *(Note 3)*

TO BE COMPLETED BY THE BIDDER

The following questionnaire is in relation to the service tender detailed above. The questionnaire is to be filled in accordingly by filling in the boxes and the contractor is hereby required to declare that he/she/they agree/s to the following criteria by signing this declaration.

This form is to be submitted online through the prescribed tender response format. Tenderers that fail to complete and upload the requested information will be deemed as non-compliant and will not be considered further for final adjudication. The information/technical specifications provided in the below table shall not be subject to rectifications.

Item	Description of Service	Contracting Authority Requirement	Confirmation by Tenderer that Service Offered Complies with requirements (Yes/No)
1.	The bidder shall provide Key Expert/s for training services as outlined under Section 4 Terms of Reference. The bidder accepts to submit CV's for all Key Expert/s as outlined in the Terms of Reference; and copies of all relevant qualifications quoted.	Mandatory	
2.	The bidder will ensure that it will execute the contract within the timeframes as stipulated under Section 2, Article 18 of the tender document as well as show flexibility in terms of timeframes as may be deemed necessary by the Contracting Authority. A meeting between the CA and the Contractor shall be held within three (3) working days from date of last signature on contract to discuss the contents of each Lot. During this meeting a timeline will be drawn and agreed by both parties, including when the Contractor should submit the final training programme and timetable to the Contracting Authority.	Mandatory	
3.	The bidder will ensure that the Key Expert/s (trainer/s) has/ have all the necessary capacity to successfully execute to the highest standards all the deliverables in terms of the quality of training provided as outlined in the Terms of Reference of this tender.	Mandatory	
4.	The bidder confirms its commitment towards keeping the Contracting Authority abreast of any issues encountered during the execution of the contract in terms of risks and delays and to come up with all necessary solutions to mitigate any such issues.	Mandatory	
5.	The bidder accepts that all deliverables in relation to reports and services provided as per the Terms of Reference of this tender, are subject to the approval of the Contracting Authority and that any feedback received from the Contracting Authority in relation to the scope of the tender as outlined in the tender document shall be addressed within the timeframes outlined in the tender and without additional charge.	Mandatory	

6.	Fees quoted to include key expert/s costs, facilities, coffee breaks and lunch breaks (for full day courses), certificates, use of equipment, use of audio-visual equipment and any additional resources required to deliver the courses effectively.	Mandatory	
7.	Premises including lecture rooms, laboratories and workshops to be provided by the bidder. Any resources, materials and equipment to be used during practical/workshops are to be provided by the bidder.	Mandatory	
8.	In case of any COVID 19 public restrictions, class-based training is not possible and training shifts to remote lecturing, bidder has to provide the necessary software/requirements that allows participants to interact with the tutor and other participants online.	Mandatory	
9.	Course descriptions offered are binding and not indicative.	Mandatory	
10.	Bidder to provide and issue certificates to participants.	Mandatory	
11.	Bidder to provide a copy of the course material to trainees.	Mandatory	
12.	Bidder to provide evidence of suitability of Key Experts/trainers delivering courses as stated in tender terms of reference.	Mandatory	
13.	A 10-minute break every 2 hours is required. For full day courses, an additional 30-minute lunch break is to be scheduled in the program. Coffee service to be provided for half-day courses. A small lunch (light snack-sandwiches and a drink - tea, coffee, water and soft drink) is to be provided for full day courses in addition to the coffee service. The necessary COVID-19 standards and guidance applicable are to be followed.	Mandatory	
14.	Courses are to be held between 0800hrs and 1700hrs, held between Monday - Friday with the possibility of Saturday sessions if necessary.	Mandatory	
15.	Number of attendees to vary +/- 20% from the approximate number indicated and will not alter fee quoted by bidder. The necessary COVID-19 standards and guidance applicable are to be followed.	Mandatory	
16.	Courses are to be held in Malta. Bidders from overseas are to send trainers/key experts to Malta unless there are travel restrictions in place by the local Authorities or the Authorities of the country from where Key Experts/trainers will be travelling. In case of any COVID 19 public health restrictions and class-based training is not possible, training can be shifted remotely.	Mandatory	
17.	No training can be carried out between the 19 th December 2022 - 4 th January 2023.	Mandatory	
18.	In cases where training sessions go beyond the agreed time on the final timetable, no additional fees will be paid to the Contractor.	Mandatory	

19.	The Contracting Authority reserves the right to carry out its own Trainee satisfaction questionnaire to evaluate the service being delivered by the Contractor. Such a questionnaire will audit, amongst other things, the type, level, and method of delivery of the training and will also audit the training facility being used to deliver the training. If serious, major concerns result from this audit then the Contracting Authority will inform the Contractor and provide him/her with a list of recommendations and remedial actions. The Contractor is expected to take the necessary action immediately, and by not later than five (5) working days from the receipt of such recommendations.	Mandatory	
20.	I/we shall abide by the Terms of Reference of the published Tender Document.	Mandatory	

Signature:

(the person or persons authorised to sign on behalf of the tenderer)

Date: