

**FRA**

EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS

Clarifications during tendering

F-SE-13-T07

Coaching Services for the European Union Agency for Fundamental Rights

Questions and Answers II

Vienna, the 14/02/2014
Ref: 2014-outgoing- 226

Reference: Open call for tender F-SE-13-T07 "Coaching Services for the European Union Agency for Fundamental Rights"
Subject: Clarifications during tendering

Dear Sir/Madam,

We received questions of general interest from the tenderers. Please find herewith the answers to these questions.

Yours faithfully,

Morten Kjaerum
Director

Morten Kjaerum, Director

European Union Agency for Fundamental Rights

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Clarifications during tendering**F-SE-13-T07****Coaching Services for the European Union Agency for Fundamental Rights
Questions and Answers II****Question 1:**

Page 5 of the Terms of reference of this call state that: "The contractor shall for each coaching service with a group or an individual staff member provide the Contracting Authority with a complete proposal (including target group, aim, preparation, programme costs, etc.)".

However, further down it states that: "The preparation of learning aids and materials to accompany the coaching sessions is the responsibility of the contractor(s). The costs of these documents and materials shall be included in the price indicated in the financial offer".

Hence, should the time spent to prepare any activity be included at the standard rates appearing at the financial proposal template?

Since I see an off-site man-day rate at the financial proposal template, I would like to ask, what will this profile be used for?

Answer 1:

Form F.1 – Financial Offer template of Annex C – Standard Submission Form states that the tenderer shall include in item B the price per person-day of coaching at the Contractor's premises (extra-muros). As mentioned in the footnote, this means the preparatory work for the remote coaching and/or the intra-muros coaching sessions that the contractor carries out at its premises. It shall include as well the development, if applicable, of the relevant training documents and materials.