

ESF.02.163/3 TENDER FOR THE PROVISION OF SKILLS DEVELOPMENT WORKSHOPS FOR CHILDREN IN OUT-OF-HOME CARE

Tenderer's Technical Offer 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 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.	Mandatory	
3.	The bidder will ensure that the Key Expert/s has/ have all the necessary capacity to successfully execute to the highest standards all the deliverables in terms of the quality of service 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.	Workshop descriptions outlined in the Terms of Reference are binding and not indicative.	Mandatory	
7.	Workshop sessions should be adapted to the target group's level of understanding and knowledge.	Mandatory	
8.	Attendance reports are to be completed by the Contractor following each workshop session, template for the attendance report will be provided by the Contractor.	Mandatory	

9.	The Bidder to present an evaluation report for each of the workshop delivered, following the completion of each workshop.		
10.	Bidder to provide evidence of suitability of Key Experts delivering courses as stated in tender terms of reference.	Mandatory	
11.	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	
12.	Transport services for the participants and accompanying staff must be provided by the Contractor through the use of appropriate vehicles. Transport is required for both reaching the workshop venue and returning back from the venue.	Mandatory	
13.	In cases where sessions go beyond the agreed time on the final timetable, no additional fees will be paid to the Contractor.	Mandatory	
14.	The Contracting Authority reserves the right to carry out its own 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 service. 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	
15.	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: