

## Call for Tenders

Contract Title: **ETUI Online English courses**

Contract Reference: **Ref. N° 2019 ETUI 03**

Deadline for Response: **28 March 2019**

Contracting Authority: European Trade Union Institute Education Department hereafter called ETUI (AISBL 0418.812.841, not liable to VAT), represented by Philippe Pochet, General Director

Location : established in Brussels (1210) Boulevard du Roi Albert II, 5

Candidates wishing to introduce an offer may request further information relevant for the needs of preparing a tender bid. Contact persons for this purpose are: Ilaria Costantini (icostantini@etui.org) and Sylviane Mathy (smathy@etui.org).

Bids are to be submitted with ETUI electronically to Ms. Sylviane Mathy at smathy@etui.org.

### For the Project

## ETUI English online courses

### 1. Scope of Requirement

#### 1.1 Purpose and Role

To work with ETUI to bring three online courses from delivery to revision, and reporting:

1. Online English for Trade Unionists – 2 editions (150 participants each)
2. Online English for worker participation – 1 edition (150 participants)
3. Online English for digitalization – 1 edition (150 participants)
4. Creation of the content of an application under the coordination of ETUI

#### 1.2 Background

ETUI, The European Trade Union Institute is the independent research and training centre of the European Trade Union Confederation (ETUC) which itself affiliates European trade unions into a single European umbrella organisation. The ETUI places its expertise in the service of workers' interests at European level and of the strengthening of the social dimension of the European Union.

One of the two of ETUI's departments – an education department – is responsible for training courses for the national confederations and European federations. The strong strategic and educational activities from ETUI's Education department are face to face. The target groups are very diverse.

All the training activities are for the trade union movement and have a European dimension. In this way, they help to strengthen the social dimension of the European Union. (See <http://www.etui.org/Training>). ETUI's online English courses are and will be managed by the Education Department.



## 2 Requirement

### 2.1 Overview

The requirement is divided into different task. Bidders may submit proposals for any selection of these tasks, but, if not aiming to deliver all of them, should make arrangements with other parties for coordinating proposals so that ETUI can commission all tasks together without needing to run a further procurement exercise.

#### Task 1

**Delivery-** the three English modules are running for a specific number of weeks:

- Online English for trade unionists (12 weeks)
- Online English for worker participation (8 weeks)
- Online English for digitalization (8 weeks)

For each edition of the courses, bidders will estimate the number of man/day in their tender.

#### Task 2

**Reporting** – After each edition of the Online English courses, bidders will provide ETUI Education with a details report on the session. ETUI Education will provide a template for such reporting.

#### Task 3

**Course revision** – To remain efficient, online English courses must be assessed and - if needed at the request of ETUI - revised. Bidders will submit the number of days to deliver this package for the 3 courses.

#### Task 4

**Content development for an application** – Under the coordination and thanks to the technical support provided by ETUI, the content of an application on “English for trade unionists” (basic to intermediate level) have to be developed.

## 3. Payments

Payments are scheduled as follows:

- Invoices will be issued after each edition of the courses/development of the content of the application and according to the quote given in this tender. Invoice will be paid once the reporting of each session of the course is done.



## 4. Calendar requirements

The ITT is issued on 19/02/2019

Deadline for responses: 28/03/2019

Selection process and decision: 28/03/2019-31/03/2019

The work should be conducted in a period of 12 months will start 1<sup>st</sup> of April 2019 till 31<sup>st</sup> March 2020.

## 5. Budget requirements

The estimated budget available is **€ 50 000**, All taxes included.

Bidders are asked to give a quote for each course edition, including VAT. Travel and subsistence costs, as authorised by ETUI, will be met separately by ETUI. Bidders should list any other relevant costs required to deliver this contract.

## 6. Evaluation Criteria

Tenders will be marked on Price (so) and Quality (so).

In the 'Price' section below Bidders must supply details of their daily rate. The 'Other Costs' section should be used for any other costs which are relevant to the contract.

The lowest tendered price will be awarded so and the other tendered prices will be scored in inverse proportion to the lowest price. Thus if a tender is for a price that is twice the lowest tendered price, it will be awarded 2S out of the maximum of so.

- In the 'Quality' section below Bidders must provide responses to the following questions:

Ref	Question / Criteria	Weight
1	Relevant skills and experience of the bidder	8
2	Examples of previous projects and work which include the implementation and management of online learning.	10
3	Demonstration of a sound understanding of different types of online learning, and a feel for the challenges faced by trade union learners in different parts of Europe.	15
4	An outline approach for delivering the contract, including your methodology and deliverables and confirmation that you are able to work to the timescales indicated above, and, if the proposal is submitted by a group of separate organisations, a clear and credible description of how the work of the separate organisations will be contracted, planned and controlled.	10
5	A clear breakdown of fees and any other costs for the work you have outlined	7

- The responses to the 'Quality' section will be evaluated using the following scale:



0	Response fails to meet any part of the requirement(s)
1	Response meets only some but not most of the requirement(s)
2	Response meets most of the requirement(s) but not completely
3	Response meets the minimum requirement(s)
4	Response exceeds the minimum requirement(s) and provides some value
5	Response exceeds the minimum requirements(s) and adds significant value

The following formula will be used to calculate the quality score:

$(\text{awarded question score} / \text{maximum score (5)}) \times \text{weight (7, 8, 10, or 15 as the case may be)} = \text{weighted score}$

The sum of the weighted scores results in the total quality score (max 50).

The evaluation panel reserves the right to ask some or all of the bidders to undergo a post-tender presentation and interview stage. If used this stage will take place on [dates] and be scored as follows, with the multiplier applied to the bidder's quality score.

Score	Assessment	Tender Multiplier
1	Raise significant issues	0.8
2	Raise concerns	0.9
3	Maintain the Panel's view	1
4	Add value to the tender	1.1
5	Add significant value	1.2

### Tender Submission

Bidders should complete the following sections:

#### Bidder Details

Company Name:	
Contact Name:	
Telephone No:	
E-mail address:	
Address:	

Price (50)	Tendered Price
Daily Consultancy rate (all taxes included)	
<b>Other Costs</b> (bidders should list any other relevant costs)	




<b>Quality (50)</b>	
Question / Criteria	Response (each response should be restricted to a maximum of 1200 words)
1	
2	
3	
4	
5	

**Referees** – please include contact details for two referees whose willingness to respond to a request from ETUI for a brief written reference has been confirmed

Please place an "X" in the box to signify that you have read, understood and accept the ETUI Terms and Conditions of Contract, the full text of which has been included with the invitation to tender.

## 7. GDPR

The candidate / tenderer is required to comply with the requirements of the General Data Protection Regulation (GDPR), ensuring the processing, data security and data protection of data subjects when personal data are involved in the data protection in the framework of a future contract or intention to conclude a contract.

Further information on how the ETUI handles personal data and contact details is available on the privacy notice on the ETUI website at [www.etui.org](http://www.etui.org)

## ETUI Terms and Conditions

### Basic Contract Information Section

#### 1. Definition & Interpretations

In these conditions:

- 1.1. "The Authority" means the ETUI
- 1.2. "The Contract" means the agreement concluded between the ETUI and the Contractor



including these Conditions, the specification as set out in the Statement of Requirements, invitation to tender, the tender document, plans, drawings and other documents which are relevant to the Contract. In the case of any discrepancy among these documents these Conditions shall prevail.

- 1.3. "The Contractor" means the firm who undertakes to render the Services for the ETUI as provided for by the Contract.
- 1.4. "The Contract Period" means the period of duration of the Contract.
- 1.5. "The Contract Price" means the price exclusive of Value Added Tax, payable to the Contractor by the ETUI under the Contract for the full and proper performance by the Contractor of his part of the Contract.
- 1.6. "Representative of the Authority" in any provision of the Contract means the person duly authorised by the Authority to act for the purposes of the provision.
- 1.7. The masculine includes the feminine and the singular includes the plural and vice versa.
- 1.8. Any notice or other communication which is to be given by either party to the other can be transmitted by electronic mail confirmed by a mail receipt or a written letter.
- 1.9. All communication between the parties, letters, documentation, specifications, reports etc. shall be in the English or French language.

## **2. Entire Agreement**

- 2.1. The Contract constitutes the entire agreement between the parties relating to the subject matter of the contract. The Contract supersedes all prior negotiations, representations and undertakings, whether written or oral, except that this Condition shall not exclude liability in respect of any fraudulent misrepresentation. Any changes, amendments and supplements to the Contract must be made in writing and signed by the parties.

## **3. Duration of the Contract**

- 3.1. The Services/Goods shall be provided for a period as stated in the Specification. Extensions to the Contract will be subject to satisfactory performance and require the written consent of the ETUI. ETUI shall give reasonable notice of its decision concerning contract extensions.

## **4. Governing Law**

- 4.1. Only the courts of Brussels (Chambre francophone) shall have jurisdiction to rule on any dispute arising in connection with the present contract. The present contract shall be governed by Belgian law.



## **5. Contract Price and Payment**

- 5.1. The Contract Price shall remain fixed for the full Contract Period and not subject to any variation.
- 5.2. ETUI is an AISBL (0418.812.841), not liable to VAT. The Contract Price shall be Value Added Tax and other taxes included. VAT, where applicable, shall be shown separately on all invoices.
- 5.3. Payments will be made within thirty days following the events below upon issuance of an invoice mentioning the reference number of the contract.

## **6. Assignment & Sub-Contracting**

- 6.1. The Contractor shall not assign or sub-contract any portion of the Contract without the prior written consent of ETUI.

## **7. Intellectual Property Rights**

- 7.1. It shall be a condition of the Contract that, except to the extent that materials may incorporate designs furnished by ETUI, the Contractor will not infringe any patent, trade mark, registered design, copyright or other right in the nature of intellectual property of any third party and he shall indemnify the Authority against all actions, suits, claims, demands, losses, charges, costs and expenses which the Authority may suffer or incur as a result of, or in connection with, any breach of this Condition.
- 7.2. All intellectual property rights in any specifications, instructions or other material:
  - a) Furnished to or made available to the Contractor by the ETUI shall remain the property of the ETUI.
  - b) Prepared by or for the Contractor for use, or intended use, in relation to the performance of this Contract shall belong to the ETUI.
- 7.3. At the termination of the Contract the Contractor shall immediately return to the Authority all materials, work or records held, including any back up media.

