



Barcelona, June 17, 2024

## **ANSWERS TO QUESTIONS**

### **Enhancing Digital Education in the Mediterranean - 13 - PRO505HER-2024**

With reference to the above-mentioned procedure, please find below the answers to the questions posed by the interested companies:

#### **REQUEST FOR CLARIFICATIONS Nr. 1 (dated Thursday 30/05/2024 16:36)**

**Question 1:** *Work for an organisation with excellent trainers that speak English and not French. Would it be admissible to include in the price a certified interpreter for the whole course duration?*

**Answer:** Tenderers shall provide in their offer clear indications on the methodology they propose to perform the contract to achieve the general and specific objectives stated in the terms of reference. Trainers can all express themselves in English, but simultaneous translation should be provided. "The Contractor shall provide an online interactive video platform. English and French interpretation should be available." In accordance with section 4.1.1. g) of the Terms of Reference. The written material (PPTs, working documents, guidebook) can be in English only.

#### **REQUEST FOR CLARIFICATIONS Nr. 1 (dated 17/06/2024 11:05)**

**Question 2:** *The document states that both the guide and the final report are due in December 2024 or, in any case, four weeks after the end of the contract. The document also literally states that "The intended start date is 15 July 2024 and the period of implementation of the contract will be till 31 December 2024, including preparations for trainings and reporting". Does this mean that both the guide and the final report could be delivered by 28 January 2025 at the latest?*

**Answer:** As stated in section 5.2 of the terms of reference the period of implementation of the contract will be till 31 December 2024, including preparations for trainings and reporting, as well as deliverables.

**Question 3:** *The document indicates a tentative date of 15 October as the delivery date for the Interim Report. It also indicates that the Interim Report will contain the Training Report of the first training. It is indicated that the Training Report of the first training should be submitted 15 days after the first training has been delivered. Our proposed date for the first training is 29 and 30 October. The reason is that the experts who will participate in the trainings have academic commitments, in some cases international, which they cannot neglect. Given that our first training would take place on 29-30 October, can we submit the Interim Report and the Training Report together 15 days after the first training, i.e. on 13 November? Or should we submit the Interim Report on 15 October and the Training Report on 13 November?*



**Answer:** In accordance with section 7.1 of the terms of reference, the submission deadline for the Interim report is set for October 15, 2024 (to be confirmed). Additionally, the Training report submission period, scheduled for October, should occur no later than 2 weeks after each training session. While minor adjustments to the timetable can be discussed after contract signing, the order and milestones should remain unchanged.

**Question 4:** *Finally, regarding the database of potential participants, we understand that the communication for registration will be done by UfM to potential participants and that the contact database is UfM's. Is this correct?*

**Answer:** The communication for registration with potential participants will indeed be handled by UfM. Additionally, the contact database is owned by UfM.