

Call for tenders' details

Title: Training and Certification on Project Management and Management Systems

Start date: 03/08/2021

Time limit for receipt of tenders: 14/09/2021

Contracting authority: European Union Intellectual Property Office (EUIPO)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	18/08/2021 18:02	20/08/2021 10:24	Clarification in Work Hypothesis file vs Annex II Technical specifications	In the Work Hypothesis excel file in the country Tabs, we can find the Category Management Systems - Practitioner/Professional level & Management Systems - Auditing level. Could you please indicate which type of training falls under each of the two categories? In annex II, the type of possible levels is Foundation, Practitioner, and professional, but in the excel Work Hypothesis , both Practitioner and Professional are groups under the same one? Should we assume Auditing Level is equivalent to Lead Auditor only?	20/08/2021 We have detected a clerical error in the Financial offer form, in the headers of columns E and F. A corrigendum has been published and a corrected financial form is now available (see tab "Document library"). Tenderers should use the updated financial form and discard the original one.

Call for tenders questions summary

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2	23/08/2021 12:39	24/08/2021 14:20	Financial Scenario excel - Work Hypothesis tab- CISSP table	In the Work Hypothesis tab of the financial scenario, under the CISSP table, we have detected that SE country code is repeated twice for the same amount of students, could you please verify?	24/08/2021 Training courses requested for SE country are correct as stated in the work hypothesis tab of Financial Office excel file.
3	23/08/2021 12:31	24/08/2021 14:25	Annex II- Technical Specification- 3.5 - Professional Scrum Master and Product Owner training	Annex II -Technical specification document, under point 3.5 - Professional Scrum Master training request, there are two types, Fundamentals, and Advance levels, just to verify, that Fundamental Scrum master training course, the exam is free of charge, or do you mean Scrum Master Certified course? With regards to Product Owner, Product Owner Fundamentals training does not exist as such, do you mean Product Owner Certified course? Thank you for the clarifications. Same applies to the Work Hypothesis excel file.	24/08/2021 Please, refer to the website https://www.scrum.org/courses where further description on requested training courses is available. Correlation between this website and Annex II is: "Professional SCRUM Master Fundamentals" matches with "Professional Scrum Master" - "Professional SCRUM Master Advanced" matches with "Professional Scrum Master II" - "Professional SCRUM Product Owner Fundamentals" matches with "Professional Scrum Product Owner" - "Professional SCRUM Product Owner Advanced" match with "Professional Scrum Product Owner - Advanced".

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4	23/08/2021 12:07	24/08/2021 14:26	Financial scenario excel question	In the Financial excel, Work hypothesis tab, in the Quality Management Table, there are the following training requested, Managing Management System (Professional) and Internal auditor. Should we consider Managing Management System (Professional) is equal to Management Systems - Practitioner level, and Internal Auditor equal to Management Systems - Professional level.	24/08/2021 As stated in Annex II, Section 4. "Products and Services description", "Internal Auditor" courses must be considered as Practitioner level. "Managing Management System (Professional)" courses must be considered Professional level.
5	27/08/2021 16:51	31/08/2021 10:42	other training	Is it possible to submit our reply for only the Project Management part from the requested training content? (PRINCE2, PRINCE2 Agile, ITIL, Scrum Master, Scrum PO, MSP)	31/08/2021 This call for tenders is not divided in lots, so tenderers must submit offers covering the entire scope of the call, i.e. Project Management and Management Systems training courses. The Contractor will have to provide both kind of training courses.
6	27/08/2021 16:52	31/08/2021 10:43	Pm training	Can we take up also other Project Management courses into our proposal, eg. agilepm?	31/08/2021 Please be aware that submitted offers will be evaluated on the basis of the fixed award criteria with regards to the scope of the technical specifications only.

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7	27/08/2021 16:53	31/08/2021 10:45	Annex II:	If we cannot provide a trainer in a requested language, can we also offer the training in English?	31/08/2021 As stated in Annex II, section “3.2 Languages”, in case suitable trainers in the selected language are proven by the contractor not to be available in the market, EUIPO may request one of the following options: o Online learning platform in English or any other available language of choice of the EUIPO; o Face-to-face and/or virtual training in English or any other available language of choice of the EUIPO. For the selected training, trainers must be native speakers of the requested language of the course, or have at least C2 level according to the Common European Framework of Reference for language levels.
8	27/08/2021 16:52	31/08/2021 10:47	Financial Offer	Is it possible to propose prices for the individual products under Project Management?	31/08/2021 Products need to be grouped by type of products, as stated in “Financial Offer” excel file. Prices need to be provided by type of products, not by individual product. Note that changes to the financial offer excel file, such as modifying the nature of the requested prices, will lead to the rejection of the offer.

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9	27/08/2021 16:53	31/08/2021 10:49	Annex I	What can we understand under "A list of relevant contracts or projects executed" when considering the references? For some of our large clients we indeed invoice up to 100.000/year, this consists of different Project Management training courses throughout the year. Can we consider this as 1 contract/project?	31/08/2021 A contract/project is considered relevant if the nature and volume are similar to those described in technical specifications. Different training courses provided to the same client can be considered as part of one single project.
10	02/09/2021 18:01	03/09/2021 13:19	Annex I Tender specifications. 6.3.2 Technical Evaluation Criteria 1	In the Criteria 1, 1.2. Proposed process to answer the request for offers within the timeline defined in the Service Level Agreement of this tender. Proposed measures to comply with the SLA requirements in relation to dates. We understand that the first part of the question refers to define the process to comply with the SLA timing for the request for offer. With regards to the second part of the question " Proposed measures to comply with the SLA requirements in relation to dates" are you only considering the dates for the Request for Offer already mentioned in the first part of this question?	03/09/2021 Technical evaluation sub-criteria "Proposed process to answer the request for offers within the timeline defined in the Service Level Agreement of this tender. Proposed measures to comply with the SLA requirements in relation to dates (10 points)." (Annex I – Section 6.3.2) only refers to the process to answer request for offers within the timeline defined in Service Level Agreement.