



Agency for the Cooperation  
of Energy Regulators

Ljubljana, 15.06.2012  
ACER/2012/OB/mv/768

**Subject: Additional information for the invitation to tender no. ACER/NEG/ADMIN/10/2012 (language training for staff members of the Agency for the Cooperation of Energy Regulators)**

**Question no. 1:**

Point 4 states that "... For Lots 2 to 23 language courses should be organised in the vicinity of the premises of the Agency (maximum 1 km distance from the Agency's premises) which is located at Trg republike 3, 1000 Ljubljana." How is this distance calculated? Will a tenderer that organises group courses at the address Vilharjeva 21 be excluded from participation in the procurement procedure?

**Answer no. 1:**

The courses the tenderer offers should be organised in the vicinity of the premises of the Agency (maximum 1 km distance from the Agency's premises) as described under point 4 of the tender specifications. This requirement is one of the selection criteria as stated under point 14.3 of technical specifications.

**Question no. 2:**

Point 3.1. states: "the language courses should have a minimum lesson unit of 45 minutes (academic hour) whereas one session should not exceed two or three lesson units at a time. In a case the tenderer proposes three lesson units at a time then only one session of three lesson units per week should take place". Are the Agency's staff members prohibited from enrolling onto courses with 2 (two) sessions weekly, each having three 45min lesson units? Will including courses of this type into the list of courses offered have consequences when the Agency evaluates the offers?

**Answer no. 2:**

The tenderers should offer courses that comply with the Agency's requirements, namely point 3.1 of technical specifications. Courses that do not comply with these requirements will not be taken into account.

**Question no. 3:**

Point 3.1.2 states: "The selected contractor shall ensure that all the courses that are included in his offer are organised during the respective semester of the academic year." At the time of submitting the tender documentation, the tenderer is enrolling participants into public group courses and is unable to confirm which courses will have sufficient numbers of students to be executed. In theory, only one student (ie. an ACER staff member can enrol onto a course). Does the Agency expect the course to take place in one-to-one form however in group duration?

**Answer no. 3:**

The tenderers should offer courses which will be organised in the respective semester. Therefore the selected contractor shall ensure that all the courses that are included in the offer are organised during the respective semester of the academic year.

**Question no. 4:**

Is it possible to get the following documents in electronic form that can be edited and printed (preferably Microsoft Word): Identification of the tenderer, Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest, reference table?

**Answer no. 4:**

All documents mentioned above are provided in electronic form. The tenderers must fill in the forms with the data requested. However any editing of the content of the forms is prohibited.

**Question no. 5:**

We are interested in Lot 1 (Slovene language courses). Since you state that you prefer to have the courses for Slovene language in your premises does this mean that for Lot 1 the Agency shall provide the premises for all groups that would be organised?

**Answer no. 5:**

For Lot 1 the courses should preferably be organised at the Agency's premises. In this case the Agency shall provide the premises.

**Question no. 6:**

We are interested in Lot 1 (Slovene language courses). If we understood correctly we can expect that for Lot 1 (Slovene language) there could be participants with different levels of knowledge (from A1 to C2), who would, based on the initial grading test, be placed in groups.

**Answer no. 6:**

The Agency expects that for Lot 1 there will be participants with different levels of knowledge who shall be, based on the initial grading test, placed in groups.