



Organization for Security and Co-operation in Europe
The Secretariat, Procurement and Contracting Unit
Wallnerstrasse 6, A - 1010 Vienna

Date: February 21, 2012

Clarification Note No. 1

Request for Proposal No. 04/2012/CPA253143 - Provision of Management Training Services to the OSCE

The Organization for Security and Co-operation in Europe (“the OSCE”) has received the request for clarification from potential bidders with regard to RFP No. 04/2012/CPA253143.

In accordance with paragraph 8 “Clarification of RFP Documents” of Section I – Information to Bidders - the OSCE would like to provide the following clarification:

Question 1.: Is the whole training programme (for all topics mentioned) to be planned for two days, i.e. each of the 200 participants will participate in one two day training only? (which seems to be extremely little time for these topics) or how many two day sessions are to be planned per participant or to cover all topics?

Answer 1.: Under Section IV - Terms of Reference of the bidding documents it is specified Duration and format of training: maximum 2 days training. Maximum number of participants per group should be indicated by the bidder in their proposal. OSCE provide information that total number of middle level managers through the organization is 200.

First training session is planned for June 2012 and subsequent training sessions will be ordered on “when required basis” as repetition of the first training.

Question 2.: According to the ToR all cost for training in Vienna will have to be included in the daily fee. (which is a very big disadvantage for bidders from outside Austria) especially as trainings are so short. Can we therefore assume that two two-day trainings can be conducted in Vienna in one week directly after one another (to reduce flight cost) or can we offer a daily rate not including the travel expenses (which would be the most fair option)?

Answer 2.: Training planned for June 2012 will be held in Austria and it should be all inclusive. Other training sessions are planned to take place in different OSCE location on “when required basis” as repetition of first training. For that daily fee per trainer for training outside Austria, for OSCE Institutions and field operations should be specified. Travel expenses will be paid separately as per not under Section III F.

Question 3.: The ToR indicate that a draft training plan is to be included in the offer. Here exactly is this topic included (Methodology and Approach?)

Answer 3.: Draft training plan may be included in your proposal under Section III C - Detailed Description of the Approach for Performing the Services

Question 4.: How many participants/potential will be included in the training needs assessment?

Answer 4.: As stated under answer 1, there are 200 middle management level position throughout the organization .

Question 5.: Could you clarify on the sentence "The bidders shall complete the table below by providing breakdown of all costs to be incurred for the provision of the training session. Shall we only include trainers fees (and travel expenses for Vienna) or also seminar rooms, material etc. or is OSCE going to provide these?

Answer 5.: Training materials will be provided by the selected bidder and copies of the material, seminar room and needed equipment will be provided by the OSCE.