

## CLARIFICATIONS REGARDING EQUAL PROGRAMME TENDERS

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### TENDER FOR PROCUREMENT OF SERVICES FOR ADVERTISING & AWARENESS RAISING CAMPAIGN

POSTED ON WEBSITE ON 20<sup>TH</sup> MARCH 2009

Having read through the tender document for the above captioned below please find some queries for which we require clarification.

The document states that the creation and production of 15 (fifteen) newspapers adverts each measuring 20x4 MONO. Are we to understand that 15 different artworks are required? If so do all 15 artworks have to be published in each newspaper.

1 artwork for all adverts.

We understand the press adverts are required in b/w whilst the memorabilia will be required in 3 colour. Please confirm.

Artwork and printing costs for newspaper adverts and memorabilia in 3 colour as per tender doc. Offers should cover all work and costs involved

Can you please elaborate on the second objective outlined in section C of the Terms of Reference.

Wording in the advert must relate to the 'expose a number of unemployed persons to hands on experience in the field of entrepreneurship'

Point 3 in Section E of the Terms of Reference states that 30% of the Award Criteria is based on the 'submission schedule – Dated & days required'. Can you please elaborate on this? Is it a schedule of production time as well as a schedule of the press adverts which is required?

Yes, this refers to the days required for production and schedule of adverts.

### TENDER FOR PROCUREMENT OF SERVICERS FOR ENTREPRENEURSHIP TRAINING - EQUAL PROGRAMME

POSTED ON WEBSITE ON 20<sup>TH</sup> MARCH 2009

The number of participants for this course.

Number of participants is still to be established, awaiting ETC feedback

Time schedule i.e. are these courses to be held at any pre designated time, mornings / afternoon ?

Ideally this course is to be held in the mornings, but not exclusive.

The course in consideration is going to be held once, or is it going to be repeated several other times ?

This course is being held under ESF EQUAL 3 project and will be held only once

The deliverables on each of the subjects indicated and referred to under heading (7) Services Required, has to be presented by the 27th March deadline ?

In submitting the tender, the bidder has to show a holistic approach on how he/she intends to implement the service being required, with the details being discussed with the winning bidder at a later stage.

We kindly refer you to your advert in today's issue of the Times and we will be grateful if you could please send us information about the above tender.

The tender document can be picked up from Malta Enterprise office San Gwann at a fee of €25.

Kindly advise on the indicative [projected] minimum and maximum number of participants ME is envisaging that will participate in this programme.

The number of participants is still not known since we are awaiting information from ETC

Kindly advise on the indicative month/dates when ME envisages that it will hold this training programme. Is it in the 2nd quarter of 2009 pls? ie. some time between April-June?

In the tender doc it is stated that the invoice must be submitted by the 22nd of May 09, this means that the training must be fully implemented prior to submission of invoice.

Should the training material be produced in Maltese or English pls?

Training material must be in English

The tender dossier indicated that the Tenderer must be "accredited." Kindly advise what type of accreditation you are referring to pls.

Accredited as a training provider on the relevant subjects

Can the trainers be 'public service' employees pls? Here, we are referring to an "individual trainer" and NOT the actual tenderer/Project Leader.

Public Service employees cannot be used as trainers for this project.

We understand that the training material will become property of ME, however will the authors/trainers of this material retain the copyright of this material pls? ie Other ME trainers will not be allowed to use this material to run other ME training programmes [not EQUAL]?

All training material used during this tender contract becomes the property of Malta Enterprise including copyright.

**POSTED ON WEBSITE ON 24<sup>TH</sup> MARCH 2009**

How many printed copies of the proposal does Malta Enterprise require?

One printed copy is sufficient and the CD should be ok for the expert profile.