

**EMSA/OP/02/2015 - Provision of Training Services for ICT End User Applications**

**Appendix I – Proposal - Conditions and Cost Summary**

NAME OF TENDERER: \_\_\_\_\_

**Tenderers must complete and use the following tables to submit pricing.**

- **Table 1: Standard Courses (delivered at EMSA Headquarters)**
- **Table 2: Tailor-made Courses (delivered at EMSA Headquarters)**
- **Table 3: Consultancy services (delivered at EMSA Headquarters)**
- **Table 4: Broker percentage**

**All prices are to be indicated:**

- In EUR
- VAT free
- All inclusive (all delivery costs must be included in the price, such as; manuals, enrolment fees, trainings materials);

# 1) Standard Courses (delivered at EMSA Headquarters) for 14 participants maximum

Course title	Number of Training Days (1 day = 7 hours)	Cost of Delivery per Day (including all support materials)	Cost of Certification or/and Examinations (if applicable)	SUBTOTAL	Travel and Subsistence Costs of Delivery	TOTAL
1- MS Office 2010 – Word Basic & Intermediate)						
2- MS Office 2010 – Word Advanced						
3- MS Office 2010 – Excel Basic & Intermediate						
4- MS Office 2010 – Excel Advanced						
5- MS Office 2010 – Access Intermediate						
6- MS Office 2010 – PowerPoint Basic & Intermediate						
7- MS Office 2010 – Outlook						
8- MS Office 2010 – Project						
9- MS Office 2010 – SharePoint Workspace – Power Users						
10- MS Office 2010 – SharePoint Workspace – Soft Users						

Course title	Number of Training Days (1 day = 7 hours)	Cost of Delivery per Day (including all support materials)	Cost of Certification or/and Examinations (if applicable)	SUBTOTAL	Travel and Subsistence Costs of Delivery	TOTAL
11- ITIL v3 – Foundations	11	11	11	11	11	11
12- ITIL v3 – Service Design	11	11	11	11	11	11
13- ITIL v3 – Service Operation	11	11	11	11	11	11
14- ITIL v3 – Continual Service Improvement	11	11	11	11	11	11
15- 20687D –Configuring Windows 8	11	11	11	11	11	11
16- 20411D – Administering Windows Server 2012	11	11	11	11	11	11
17- Developing for the Liferay Platform 1	11	11	11	11	11	11
18- Developing for the Liferay Platform 2	11	11	11	11	11	11
19- Software Verification and Validation	11	11	11	11	11	11
20- Non-Functional testing for J2EE Web Applications using Weblogic Application Servers	11	11	11	11	11	11



## 2) Tailor-made Courses (delivered at EMSA Headquarters) for 14 participants maximum

Time Units of Course Delivery 0.5 Day (4 hours) 1 Day (7 hours)	Cost for Course Development/Adaptation (including all support materials and manuals)	Cost of Course Delivery	SUBTOTAL	Travel and Subsistence Costs of Delivery	TOTAL
1 hour					
0.5 days					
1 days					
2 days					
3 days					
4 days					
5 days					

### 3) Consultancy Services (delivered at EMSA Headquarters)

Time Units of Delivery 0.5 Day (4 hours) 1 Day (7 hours)	Cost of Consultancy Delivered (Including final deliverables, e.g. Reports, etc...)	SUBTOTAL	Travel and Subsistence Costs of Delivery	TOTAL
1 hour				
0.5 days				
1 days				
2 days				
3 days				
4 days				
5 days				

**4) Broker percentage on total fee of the course that the future contractor will charge for using another company to deliver a specific training or service (in addition to the price offered by the other company)**

Percentage that will be applied:

Date:

Signature of Authorised Representative:

Name and Surname:

Position: