

EMSA/OP/18/2016 - Provision of Personal and Professional Development Training Services for EMSA Staff

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: Travel and Subsistence Costs (one person delivering Training or Consultancy at EMSA Headquarters)**
- **Table 5: Broking fee 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 15 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)	TOTAL
1- Dealing with cultural differences				
2- Train the Trainers for occasional trainers				
3- Art of Networking				
4- Negotiation Skills				
5- Clear writing: Fight the Fog				
6- Creative thinking and problem solving				
7- Assertiveness				
8- Public speaking				
9- Speed reading and mind mapping				
10- Managing workload				

2) Tailor-made Courses (delivered at EMSA Headquarters) for 15 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	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...)
1 hour	
0.5 days	
1 days	
2 days	
3 days	
4 days	
5 days	

4) Travel and Subsistence Costs (one person delivering Training or Consultancy at EMSA HQ, Lisbon)

Unit – Day of Training/Consultancy delivery (1 day = 7 Hours)	Travel and Subsistence Costs of Delivery
1 day	
2 days	
3 days	
4 days	
5 days	
6 days	
7 days	

5) Broking fee 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: