**ECB-RESTRICTED**

Response form

*Annex 1 to Call to express interest for participating in the procurement procedure for DRAFTING SKILLS AND WRITTEN COMMUNICATION TRAINING pro-001797*

*Number of the contract notice*: 2016/S 153-276547

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# How to complete this Response form

Please complete all parts of this form in black, providing all the necessary supplementary information.

Please do not alter the numbering or the format of the form. Your answers must be concise and clearly drafted.

Please include, where appropriate, any supporting documents, marking clearly on all enclosures the name of the interested party and the number of the question to which they refer. Where the space given for any answer is insufficient, please continue your answer on a separate page, again clearly marking the interested party’s name and the question number to which it relates.

**Important**

Amendments to this document or re-typing to recreate the document are not permitted.

# General information on the Interested Party

## Contact details and address

|  |  |
| --- | --- |
| Name of the Interested party (including legal form) |       |
| Country of registration and registration number |       |
| VAT (Value Added Tax) number |  |
| Address  |       |
| City and postcode |       |
| Country |       |
| Phone number |       |
| Fax number |       |
| E-mail address |       |
| Homepage/URL |       |
| Ownership/shareholders |       |
| Subsidiaries |       |
| Contact person and contact details if different from above |       |

##

## Authorised signatories

|  |  |  |
| --- | --- | --- |
| 1.  | Name |       |
|  | Position in company |       |
| 2.  | Name |       |
|  | Position in company |       |

## Temporary groupings

|  |
| --- |
| Are you planning to participate as a temporary grouping : yes [ ]  no [ ]  |

## Subcontracting

|  |
| --- |
| Do you/your company intend/intends to rely on the capacities of subcontractors to meet the selection criteria listed in the Call to express interest for participation?  yes [ ]  no [ ]  |
| If yes, please list these subcontractors here and specify the responsibilities of each subcontractor.

|  |  |
| --- | --- |
| **Name of the subcontractor** | **Responsibilities** |
|       |       |
|       |       |
|       |       |

In case you/your company should be invited to participate in the subsequent tender procedure following this Call to express interest for participation, you/your company will be requested to prove to the ECB that you/your company will have at your/its disposal the subcontractor’s resources necessary to perform the Contract. |

# Economic and financial capacity

## Minimum turnover

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Business year 2013** | **Business year 2014** | **Business year 2015** | **Total****2013-2015**  |
| Total net turnover for training activities only | **€** | **€** | **€** | **€** |

The accumulated total net turnover of the interested party for training activities must be at least EUR 600,000 for the last three financial years.

## Credit ratings/scoring databases, if applicable

Please indicate your registration number in credit rating/scoring databases (e.g. Creditreform, Dun & Bradstreet), if any:

|  |  |
| --- | --- |
| **Name of credit rating/scoring databases** | **Registration number** |
|       |       |

# Technical and professional capacity of the company

## Technical capacity

* + 1. **Comparable contract:**

Please describe in the section 4.3 below at least one contract performed during the last three financial years, which is comparable in terms of scope, target audience and complexity with the Contract to be tendered by the ECB.

* + 1. **Field of expertise:**

Please describe in the section 4.3 below at least one training in the last three financial years on each of the following subjects:

* 1. Generic drafting skills (e.g. on principle of clear drafting, increase the impact of your documents, how to take minutes, etc.);
	2. Specific drafting skills for communication professionals (e.g. on press releases, speech writing, digital writing);
	3. Specific drafting skills for other professionals (e.g. Legal drafting).

## Professional capacity

Please indicate the name of at least two available trainers who are able to deliver a wide range of trainings in the field of drafting and clear writing communication skills in English Language for an international audience (including trainings for communication professionals, e.g. press releases, speech writing).

|  |  |  |
| --- | --- | --- |
| **Trainer’s name** | **Trainings delivered by the trainer in English** | **Company Name (in case of subcontracting or temporary grouping)** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

## Experience

### Please describe in the below tables three reference contracts[[1]](#footnote-1) that you/your company have/has performed during the past three years (2013--2015) proving its experience:

|  |
| --- |
| **Project 1** |
| 1. **Contract**
 |
| Customer Name: |       |
| Customer’s industry or professional field: |       |
| Contract title: |       |
| Name of the trainers delivering the training(s):  |       |
| Reference person(name, position, role in the contract, telephone, e-mail): |       |
| 1. **Size (weighing as a selection criterion: 25%)**

The evaluation of this criterion will be based on the total number of people trained (for 50% of this criterion) and on the total number of hours of classroom training (for the remaining 50%). |
| Contract start and end date (MM/YYYY): |        |
| Value of the contract (in EUR): |        |
| Total number of people trained: |        |
| Total number of hours of classroom training (for group trainings): |        |
| 1. **Scope of the contract (weighing as a selection criterion: 50%)**

The evaluation of this criterion will be based on the number of relevant trainings for the ECB (for 60% of this criterion), the experience in conducting individual training needs analysis (for 30% of this criterion) and delivering coaching (for 10% of this criterion).  |
| Topics covered under this training contract :(Please specify the exact title of the training(s) under each category) | [ ]  Generic drafting skills (e.g. principle of clear drafting, increase the impact of your documents, how to take minutes, etc.)----[ ]  Specific drafting skills for communication professionals (e.g. on press releases, speech writing, digital writing)----[ ]  Specific drafting skills for other professionals (e.g. Legal drafting)----Other(s) -please specify: ---- |
| Did the contract include individual training needs analysis for participants? |        |
| Did the contract include coaching sessions?If yes, how many hours of coaching sessions have been delivered? |        |
| 1. **Audience (weighing as a selection criterion: 25%)**

The evaluation of this criterion will be based on the number of native languages represented in the group of participants (for 70% of this criterion) and the participation of English native speakers in the audience (for 30% of this criterion).  |
| Estimated number of native languages represented in the group of participants:English native speakers in the audience (Yes/No):  |             |
| Average number of participants per session: |        |

|  |
| --- |
| **Project 2** |
| 1. **Contract**
 |
| Customer Name: |       |
| Customer’s industry or professional field: |       |
| Contract title: |       |
| Name of the trainers delivering the training(s):  |       |
| Reference person(name, position, role in the contract, telephone, e-mail): |       |
| 1. **Size (weighing as a selection criterion: 25%)**

The evaluation of this criterion will be based on the total number of people trained (for 50% of this criterion) and on the total number of hours of classroom training (for the remaining 50%). |
| Contract start and end date (MM/YYYY): |        |
| Value of the contract (in EUR): |        |
| Total number of people trained: |        |
| Total number of hours of classroom training (for group trainings): |        |
| 1. **Scope of the contract (weighing as a selection criterion: 50%)**

The evaluation of this criterion will be based on the number of relevant trainings for the ECB (for 60% of this criterion), the experience in conducting individual training needs analysis (for 30% of this criterion) and delivering coaching (for 10% of this criterion).  |
| Topics covered under this training contract :(Please specify the exact title of the training(s) under each category) | [ ]  Generic drafting skills (e.g. principle of clear drafting, increase the impact of your documents, how to take minutes, etc.)----[ ]  Specific drafting skills for communication professionals (e.g. on press releases, speech writing, digital writing)----[ ]  Specific drafting skills for other professionals (e.g. Legal drafting)----Other(s) -please specify: ---- |
| Did the contract include individual training needs analysis for participants? |        |
| Did the contract include coaching sessions?If yes, how many hours of coaching sessions have been delivered? |        |
| 1. **Audience (weighing as a selection criterion: 25%)**

The evaluation of this criterion will be based on the number of native languages represented in the group of participants (for 70% of this criterion) and the participation of English native speakers in the audience (for 30% of this criterion).  |
| Estimated number of native languages represented in the group of participants:English native speakers in the audience (Yes/No):  |             |
| Average number of participants per session: |        |

|  |
| --- |
| **Project 3** |
| 1. **Contract**
 |
| Customer Name: |       |
| Customer’s industry or professional field: |       |
| Contract title: |       |
| Name of the trainers delivering the training(s):  |       |
| Reference person(name, position, role in the contract, telephone, e-mail): |       |
| 1. **Size (weighing as a selection criterion: 25%)**

The evaluation of this criterion will be based on the total number of people trained (for 50% of this criterion) and on the total number of hours of classroom training (for the remaining 50%). |
| Contract start and end date (MM/YYYY): |        |
| Value of the contract (in EUR): |        |
| Total number of people trained: |        |
| Total number of hours of classroom training (for group trainings): |        |
| 1. **Scope of the contract (weighing as a selection criterion: 50%)**

The evaluation of this criterion will be based on the number of relevant trainings for the ECB (for 60% of this criterion), the experience in conducting individual training needs analysis (for 30% of this criterion) and delivering coaching (for 10% of this criterion).  |
| Topics covered under this training contract :(Please specify the exact title of the training(s) under each category) | [ ]  Generic drafting skills (e.g. principle of clear drafting, increase the impact of your documents, how to take minutes, etc.)----[ ]  Specific drafting skills for communication professionals (e.g. on press releases, speech writing, digital writing)----[ ]  Specific drafting skills for other professionals (e.g. Legal drafting)----Other(s) -please specify: ---- |
| Did the contract include individual training needs analysis for participants? |        |
| Did the contract include coaching sessions?If yes, how many hours of coaching sessions have been delivered? |        |
| 1. **Audience (weighing as a selection criterion: 25%)**

The evaluation of this criterion will be based on the number of native languages represented in the group of participants (for 70% of this criterion) and the participation of English native speakers in the audience (for 30% of this criterion).  |
| Estimated number of native languages represented in the group of participants:English native speakers in the audience (Yes/No):  |             |
| Average number of participants per session: |        |

#### If for reasons of confidentiality you are not able to disclose the name of your clients or detailed information on the reference projects please provide the information in an anonymous format.

|  |  |
| --- | --- |
| Name:       | Name:       |
| Date:       | Date:       |
| Signature: | Signature: |

1. An average score will be calculated based on all 3 contracts: any missing project will be scored 0. [↑](#footnote-ref-1)