

## **QUESTIONS and ANSWERS**

### ***RfQ no.10/00127 on MS Office 2007 Training Course for CEC***

#### **1) How many users should be trained?**

The expected number of CEC staff to be trained is around 25 persons. Please quote your price per each trainee (student), or per group indicating the group size.

#### **2) Does the training company need to provide classroom for the training?**

Yes, the training company needs to provide classroom for the training, and the cost of the classroom shall be incorporated in the total price quoted by the company.

#### **3) How the training should be organized in terms of trainees grouping?**

The number of groups is to be discussed with the winning company. We anticipate grouping in 2-3 groups according to trainees' degree of acquaintance with MS Office (beginners / advanced). Please quote your price per each trainee (student), or per group indicating the maximum group size.

#### **4) What are the additional facilities expected from the training company with regard to the trainees (students), like coffee-breaks, meals, etc.**

The course is expected to be run in 1-2 hours long sessions once or twice per week for each group. Therefore **no** coffee-breaks or meals are expected to be provided by the training company. At the same time all the necessary training materials, like prints of slides, texts, charts, copies are expected to be provided and thus incorporated in the total price quoted by the company.

#### **5) Will the trainees be tested at the end of the course and will they get a course certificate?**

Yes, the training company is expected to test the trainees at the end of the course and award certificates of acknowledgement to trainees who have passed the test successfully.

#### **6) Will the trainees be released from their service for the duration of the course?**

The course is expected to be run in 1-2 hours long sessions once or twice per week for each group. For this duration the trainees will be released from their service. The exact schedule of session is to be negotiated between the winning company and the beneficiary.

#### **7) Is the training company obliged to follow the *Methodological norms for training and certification of public servants in the field of informational technologies and communications, and e-government*, adopted by the Governmental Decree in 2006?**

Following the norms is recommendable.

#### **8) What language should the course be delivered in?**

Please quote your price separately for delivering the course in Romanian and in Russian.