

Meeting Minutes

Date: [19/9/2024]

Time: [11:00]

1. Introduction

- The IOM's side opened the meeting and outlined the agenda.

2. Proposal Submission Instructions

- Procurement Dpt. provided detailed instructions on proposal submission:
 - The proposal is divided into two components: technical and financial.
 - The technical proposal must not include any financial information.
 - A confirmation form must be submitted during the proposal submission.
 - The attachment form D (VIS) should be provided.
 - In compressed files, one will be for the technical proposal and the other one will be for the financial proposal, and those compressed files should be password protected.
 - The quantities in tender processing are indicative.

3. Clarifications and Questions

- **Question 1:** Regarding the reference in tender, in same nature courses and similar expertise, does the general courses for educational purposes are valid in evaluation, even they were not for Greek language courses?

Answer 1: The proof of expertise in provision of Greek language courses will be an added value.

- **Question 2:** Is it acceptable to use the same basic personnel for all lots?

Answer 2: This part of your approach and methodology, which will be included in the technical proposal and will be evaluated accordingly.

- **Question 3:** Is it required to focus on a specific group of age?

Answer 3: All beneficiaries will be 18+ years old.

- **Question 4:** In the frame of geographical areas, will we follow different types of courses (e.x only online) instead of in person learning?

Answer 4: As the required numbers of beneficiaries are indicative, for evaluation purposes, you should provide your capacity to all three types of classes.

- **Question 5:** Regarding Section 3. Management Structure and Key Personnel 3.2 a & 3.2 b Proposed Key Personnel, should we provide with names all the educators that we will use?

Additionally, can we have the same Educators to all lots, or we should provide different setup to each lot.

Answer 5: The requirement in the tender is the provision of details and CVs for at least two Educators. The setup in each lot depends on your approach and methodology and it will be evaluated accordingly.

- **Question 6:** Should all the staff and subcontractors have a certification to comply with the policies of UN?

Answer 6: The bidder should provide signed and stamped the BIDDER'S DECLARATION OF CONFORMITY, to comply with the UN Code of Conduct.

- **Question 7:** Can an existing platform such as Zoom be acceptable?

Answer 7: This part of your approach and methodology, which will be included in the technical proposal and will be evaluated accordingly. Both existing platform and an internal platform are acceptable.

- **Question 8:** Is the presence in accommodation sites of lots mandatory?

Answer 8: We will have to cover all the camps so it will not be one city per region. Constant presence of the organization in the camps is not mandatory.

- **Question 9:** Regarding the required equipment, should we provide new brand equipment or used ones?

Answer 9: According to the tender documentation provision of equipment is required. Brand new equipment or used one needs to be stated and will be evaluated accordingly.

- **Question 10:** The classrooms should be certified by another national body?

Answer 10: It is not mandatory.

- **4. Conclusion**

- IOM's representatives expressed their appreciation for the interest and the participation of the potential bidders.
- The meeting concluded..