

**Answers of Questions - Request for Proposals: DIGITALIZATION of VET in ALBANIA, OPEN INTERNATIONAL TENDER**

No.	Questions	Answers	LOT No.
1	Do you have specific form regarding Financial Proposal?	We do not have any specific format. In the RfP, page 26, we indicate: Financial Proposal must be submitted in an excel format. Lump Sums will not be accepted. Please provide a description of items and prices per unit. Prices shall be provided in Swiss Francs (CHF).	All
2	<b>Swisscontact’s Code of Conduct:</b> Is there a template to sign? Where can we find the Code of Conduct?	Please find link to Swisscontact’s COC: <a href="https://skillsforjobs.al/wp-content/uploads/2024/04/SC-Code-of-Conduct-1.pdf">https://skillsforjobs.al/wp-content/uploads/2024/04/SC-Code-of-Conduct-1.pdf</a> and SDC CoC: <a href="https://skillsforjobs.al/wp-content/uploads/2024/04/SDC-Code-of-Conduct-1.docx">https://skillsforjobs.al/wp-content/uploads/2024/04/SDC-Code-of-Conduct-1.docx</a> If you agree to comply with it, please make a statement and include it in your application file.	All
3	<b>“Identify authors who will develop the digital learning materials – teachers and/or industry experts (at least 50% to be part of the proposal, the rest can be suggested upon signature of contract, subject to S4J approval)“:</b> What is the minimum number of people to be named in the proposal? In the majority of the selected VET schools there are also CPD coordinator staff with digital skills who can support teachers in the use and application of platforms. Since these coordinators possess the necessary skills for creating digital materials as well as experience in management and innovation and VET quality assurance, could they also be suggested as part of the DLM’s development team?	No minimum numbers suggested from us. We have no prejudice with regard to the composition of the DLM development team or experts’ teams.	LOT 2

4	<b>LMS:</b> Please confirm that the content is for the moodle-based platform Mësovet.al.	Content to be developed is to be hosted in a moodle-based platform. In Academia years 2024-2025 & 2025-2026 materials will be hosted in Mesovet.al.	LOT 2
5	<b>File format:</b> In which format should the content be delivered? SCORM 1.2?	If you are referring to digital learning materials, the answer is yes.	LOT 2
6	<b>Authoring tool:</b> Is a specific authoring tool required/desired? Is there a preferred tool?	No.	All
7	<b>Learning scope:</b> What scope should a learning unit have?	We do not understand the question.	All
8	<b>Pilot Software:</b> Does the "Pilot Software" refer to the DLMS? If not, please specify this point in more detail. Should we propose a list of industry software, concentrating on one of the directions offered by each of the 6 VET providers?	Yes. Please refer to information on the RfP, page 17, paragraph: Pilot Software as Learning Materials: Together with industry experts and professional theory teachers, propose a curated list of industry software suited for use as learning materials in school-level curricula (concentrate on one of the directions offered by the 6 selected VET providers). For the select study direction provide an action plan to pilot the industry software as digital learning materials to be further implemented.	LOT 2
9	<b>Financial Proposal:</b> Is there an Excel template for the price list? Is there a definition of the individual items? Should the items "content creation" and "training" be broken down in detail? Are travel expenses/travel costs and daily rates for training participants to be taken into account?	We do not have any specific format. In the RfP, page 26, we indicate: Financial Proposal must be submitted in an excel format. Lump Sums will not be accepted. Please provide a description of items and prices per unit. Prices shall be provided in Swiss Francs (CHF).	All
10	Referring to the following requirement, what specific information should the statement contain? Is the same as the declaration of exclusivity?" The tenderer or consortia of tenderers have committed to the validity off the offer for a	The application file must comprise a signed document stating the minimum validity of the offer.	All

	<p>period of minimum 50 days. The Proof is: A declaration clearly stating the tenderer or the Consortia of tenderers guarantee the offer remains valid for a minimum period of 50 days from the deadline for submitting Proposals.</p>		
11	<p>What criteria do you have for determining whether trainings should be conducted online or face-to-face related to teachers and management?</p>	<p>Qualifying or Assessment criteria presented in the RfP, pages 21-25, are the only criteria to be used in the assessment of the applications. The modality of the training design and delivery is part of the methodology to be proposed by the tenderers.</p>	LOT 1
12	<p>Is there a recommended number of hours that Digital Focal Points or students should aim to dedicate to the training programs tailored for their needs?</p>	<p>We do not have a recommended number.</p>	LOT 1
13	<p>Could you please confirm if there is a budget limit specified for each LOT?</p>	<p>No, there is not.</p>	All