

Tender Form for Simple Procurement: Procurement of System Centered Care for Family Relations of Young Prisoners (ScC) Approach for the Estonian Prison Service

Bidder's General Information

Business Name of the Bidder	
Bidder's Registration Code	
Bidder's Legal Address	
Bidder's Representative for Signing the Contract	
Bidder's Contact Person/Authorized Person for Contract Execution	
Name and Contact Details (email address, phone number)	

1. Cost Breakdown of the Bid by Expense Items

Expense Item	Unit	Unit Price	Quantity	TOTAL (euros)
Stage 1 (indicatively within months 1 – 4 after the signing of contract): developing of the understanding, basic skills and competencies	Academic hours		27	
Stage 2 (indicatively within months 5 – 8 after the signing of contract): practice and competencies	Academic hours		16	
Stage 3 (indicatively within months 9 – 16 after the signing of contract): skills enhancement training based on the development of ScC over the previous 8 months, and feedback from the consultation sessions and training of trainers	Academic hours		24	
Consultation	Calendar hours		44	
Training materials, program implementation manual and other necessary materials in English in electronic form supporting the service standard. The Contracting Authority shall organize printouts of the materials at the place of performance if necessary.	<i>Please indicate</i>			

Total Bid Amount (Excluding VAT)	
VAT:	
Total Bid Amount (Including VAT)	

* Please include other organizational costs (travel, accommodation) in the relevant existing cost breakdown row.

** Stage 1 and Consultation shall be provided by one Team Member.

*** Stages 2 – 3 need to be provided by two Team Members at the same time.

1. We confirm that we shall provide the Service according to the conditions of the Technical Specifications.
2. We confirm that the offered price includes all fees (including transport and accommodation), and the bidder is aware that no additional fees may be charged for work performed under the terms of reference for the bid.
3. We confirm that the bid remains valid for at least the period specified in the small procurement document.
4. We confirm that the bidder is aware that the contracting authority will not make any advance payments.
5. We confirm that the bidder is aware of the requirement to specify in the bid which information constitutes trade secrets, along with justification.

2. Bidder's Team Members

The Service shall be conducted by 2 Team Members (except the Stage 1 (p 3.1 in the Technical Specifications) and the Consultation (p 3.4 in the Technical Specifications) which could be performed by one Team Member) who should have:

- At least higher level of education (**diploma**).
- At least two prior experiences delivering the ScC training (**indicated in table**).
- A minimum of 5 years of experience working with families of juvenile delinquents (**experience as described in the table below**).

Bidder's Project Members' First and Last Name	Project Members' Education	At least two prior experiences delivering the ScC training (time, short description of the subject and target group)	A minimum of 5 years of experience working with families of juvenile delinquents (number of years and short description of tasks).
Team Member 1 (Name)			
Team Member 2 (Name)			

The Contracting Authority shall ask Bidders Project Team Members CV's prior to the signing of the agreement.