OFFICE OF THE DEPUTY PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

Cohesion Policy 2007 -2013
Operational Programme II PA 4
Empowering People for More Jobs and a Better Quality of Life

ESF 4.268 – Enriching Malta's SME and Self-Employed Representation in Practice

REQUEST FOR QUOTATIONS – ref. GRTU 131115.1

Request for Training Services – Communication

Empowering Internal Skills and Resources

ISSUED ON: 06/11/2015

DEADLINE: 13/11/2015

1. Objective

GRTU is requesting quotations for the provision of training services to empower internal skills and resources and build the skills capacity of GRTU's staff members targeting the objectives of an employer's association.

The cost of this initiative will be part financed by the European Union European Social Fund under Operational Programme ll – Priority Axis 4.

The selection of the successful bidder will be made according to the cheapest amongst the most technically complaint service providers.

2. Deliverables

For the success of the training programme in the area of Communication strategies, the training provider should be an expert in the field of the topic and should focus specifically on this subject in the context of social dialogue. In addition, the trainer/s needs to have a number of years of experience lecturing and working in the area of effective communication strategies and also have experience training in the Maltese context. Any previous training of employers' associations would be considered more technically complaint.

Training – Communication Strategies

The contents of the areas being proposed need to deal with the following areas:

- Strengthening of communication capabilities;
- Reputation Management
- Communication strategy & communication plan?
- Communicating with stakeholders
- Improving personal communications skills: theory and practice.

No. of participants: Training sessions would be delivered to 4 – 6 participants.

Timeframe: It is compulsory that training would be held and completed in November 2015 – proposed date is 27th November between 9am – 4pm with a lunch break in between and lunch provided.

Venue of training: Service provider should propose and quote an adequate training venue to be included with training cost.

3. Timeframe

Quotations must reach GRTU offices via electronic mail on admin@grtu.eu by no later than **13th November 2015.** All prices must quote VAT separately and in full where applicable.

4. Evaluation Criteria

All bidders applying for this Training programme must have previous experience in training communication strategies. The cheapest amongst the most technically complaint service providers will be chosen.

Only quotations submitted in the stipulated format below will be considered

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Quotation date: _____

Supplier's details

Company's name:

Contact person's name and surname:

Company's Address:

Telephone number:

Email Address:

Training topics submitting bid for: Communication Strategies

Description of training being proposed:

Objectives of proposed Training:

Trainer justification (according to section 2.)

No. of days or hours of training being proposed: _____

Dates of training being proposed: _____

Cost of total training (euro): (*Further details related to the cost of the training should be presented by means of an annex)*

Net: _____

Vat (if applicable): _____

Total: _____

Signature: _____