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# Tender announcement

Sukarrieta, 30th march 2023

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## 1. OBJECT

The AZTI Foundation announces the opening of a public tendering procedure for **the subcontracting of the English training plan for AZTI staff.**

## 2. LENGTH OF SERVICE

The service will be provided be during **36 months (3 years)** from the date of signature of the contract. Once the term has been reached, the Contract shall be automatically extended, unless either Party decides otherwise in writing to the other Party one (1) month prior to the expiry of the initial term or any of its extensions. The Contract including its extensions shall not exceed five (5) years within a maximum period.

## 3. ECONOMIC TENDER

The maximum economic offer that will be accepted for this tender is **twelve thousand euros (12.000,00 euros) per year of the contract duration**, taxes not included.

Invoicing will take place at the conclusion of the service, and the invoice will be paid within 60 days of the date of issue.

## 4. ASSESSMENT CRITERIA FOR PROPOSALS

The proposals received will be assessed on the basis of the following criteria:

Economic offer	50%
Improvements	40%
CSR policies	10%



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## 5. PRESENTATION OF THE PROPOSALS

Bidders may submit their proposals to the attention of Tania Gonzalez at the e-mail address [tgonzalez@azti.es](mailto:tgonzalez@azti.es) and at any of the AZTI centres, from the time of publication of this announcement on the AZTI Foundation website, **until 12 noon on 17th april 2023**.

Proposals can be submitted in Spanish, English or Basque.

Tenderers may contact the following address for further **technical information**:

AZTI

Javier García Mateo

Tel. 34 665 705 059

Mail: [jgarcia@azti.es](mailto:jgarcia@azti.es)

## 6. AWARD

Once the offers have been received on the date indicated for their presentation, within 15 working days, the result of the tender will be published on the AZTI Foundation website.

## 7. CONDITIONS DE RECRUTEMENT

- The selected entity, during the time that the service relationship with AZTI lasts, must comply with the regulations in force on labour matters, Social Security and Health and Safety at Work, being subject, if applicable, to carry out the coordination of business activities in accordance with RD 171/2004 according to the procedure and specifications established (available at <https://www.azti.es/en/recruitment-rules/>)
- In any case, and independently of any other documentation, the selected entity must present, before the formalization of the contract, a certificate that proves that it is up to date with the fulfillment of its tax and social security obligations.
- The selected entity must present the necessary documentation to formalize the contract within a period not exceeding 20 days from the award. Or the



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documentation, the selected entity must follow the Internal Contracting Regulations published at [www.azti.es](http://www.azti.es)

- In addition to the technical and administrative conditions, AZTI will positively evaluate those suppliers who demonstrate that they maintain policies on Quality, Health and Safety, the Environment, Sustainable Mobility, as well as Corporate Social Responsibility.

The supplier shall include in its proposal those documents or records that allow verification of these policies (quality and environmental certificates, documentation relating to actions in matters of social responsibility, etc.)

## 8. GENERAL DATA PROTECTION REGULATION

Person in charge: Identity: FUNDACION AZTI - AZTI FUNDAZIOA - CIF: G48939508 Postal address: TXATXARRAMENDI UGARTEA Z/G SUKARRIETA (BIZKAIA) Telephone: 946574000 e-mail: [lopd@azti.es](mailto:lopd@azti.es).

“From FUNDACIÓN AZTI we treat the information you provide us with the purpose of placing your order and billing for services and maintaining commercial relations. The legal basis for the processing of your personal data is our legitimate interest in maintaining commercial relations and carrying out the provision of services, being strictly necessary for this purpose. The data provided will be kept as long as the commercial relationship is maintained or for the years necessary to comply with legal obligations and, once the relationship has been resolved, to the extent that liabilities may arise. The data will not be transferred to third parties except in cases where there is a legal obligation, as well as to those providers of technical and computer services and auditing. Under no circumstances will we carry out international transfers of your personal data. You have the right to obtain confirmation as to whether or not FUNDACION AZTI - AZTI FUNDAZIOA is processing your personal data. Therefore, you have the right to access your personal data, rectify inaccurate data or request its deletion when the data is no longer necessary, as well as to exercise your right to oppose, limit or transfer your data, under the terms provided for in the applicable data protection regulations, by writing to the above-mentioned address. You may also lodge a complaint with the competent supervisory authority”.



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## 9. TECHNICAL REQUIREMENTS

- Offer language training, mainly in English, through digital, virtual and face-to-face services. With the aim of favouring digital learning and virtual training in learning groups of people from AZTI.
- Learning will be offered to groups of people structured on the basis of their level of English and their needs to use the language in their work environment.
- Offer on-line learning methodologies adapted to the needs of the group and of AZTI specifically.
- Offer different levels of learning and progress.
- Offer a structured curriculum aligned with official standards and personalised to the level of each group.
- Offer additional tools and assigned activities related to the class, learning and language development (worksheets, exercises, etc. ....).
- Flexibility in terms of timetable and group changes for on-line classes for the groups. To be able to give individual classes during the course to specific people according to their needs.
- Offer and guarantee a reliable and dynamic connection system to be able to carry out the classes and the corresponding training period.
- Calendar synchronisation systems so as to help students with the connection
- Parallel activities and exercises to support group learning.



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- Periodic monitoring of individual and group progress. Progress and attendance reports by the trainer.
- The training will be aimed at around 30 people from the organisation per year of the contract duration. The level of language and English teaching is oriented to the technical needs of the profiles of these people.
- In this case, they are researchers with high scientific qualifications. The development of the course will have to be adapted to these technical knowledge needs.