



REQUEST FOR PROPOSALS (RFP) N° PCD/08/017

LANGUAGE TRAINING COURSES FOR WIPO STAFF

BIDDERS' QUESTIONS & WIPO'S ANSWERS

APRIL 3, 2008

1. *Ideally, what percentage of the classes should take place on the WIPO premises and what percentage would take place at the training institution?*

No rooms are currently available at WIPO. However, two classes are currently taking place at the ITU (International Telecommunication Union) at the Place des Nations.

2. *Is WIPO open to having all the classes on its premises?*

No, it is not possible as there is a lack of space.

3. *How will the geographic location of the training institute figure into your decision?*

In accordance with the current Financial Rules and Regulations and Procurement Procedures of WIPO, only the evaluation criteria shall be included in the tender documents.

4. *What percentage of students do you anticipate will study via instructor-led training and what percentage will study via some form of e-learning?*

We envision around 5%.

5. *Regarding e-learning:*

- (a) *What percentage of students will follow a self-study program?*
- (b) *What percentage will learn via phone assisted learning?*
- (c) *What percentage will learn via Email assisted learning?**

**E-learning* is a blended learning solution. As stated above, we envision around 5% of the students who will follow self-study program. The same percentage should apply to items (b) and (c).

6. *Are all students required to sit official exams at the end of each level?*

A compulsory exam should be organized by the school at the end of every scholastic year. Based on the result of this exam, the student is either entitled or not to proceed to the next level. The current system consists of 5 levels for each language, level 5 being considered as a preparation year for the UN Proficiency Examination. The official UN Proficiency Examination is normally open to students who have reached level 5.

7. *What percentage of students prepare for and sit official exams, such as PET, FCE, BEC series, DELF/DALF, DILI, etc.?*

The percentage of students who normally sit for official exams is from 1 to 5%.

8. *Who bears the cost of official exam registration, WIPO, the student, or the language training institute?*

For the Proficiency Examination: WIPO and/or the student (depending on the exam result).

9. *Are students required to take their lessons during a fixed period in the day, say 12h-14h, or can they take their lessons at anytime?*

Fixed periods should be set. Currently 4 periods are available:

- 8.00-9.30,
- 11.30-13.00,
- 13.00-14.30,
- 16.30-18.00.

The favorite times are 11.30-13.00 and 13.00-14.00.

10. *Are evening courses possible?*

The last time period should be 16.30-18.00.

11. *What importance will you give pricing, on a scale of 1-10, with 10 being high importance?*

In accordance with the current Financial Rules and Regulations and Procurement Procedures of WIPO, only the evaluation criteria shall be included in the tender documents.

12. *Would you envisage a possibility of multiple suppliers for language training services under this contract i.e. one supplier for standard courses and a different supplier for specialist/email/phone/online courses?*

No, only one supplier is possible for all courses.