



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*

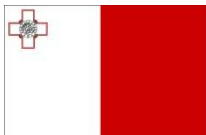
**REQUEST FOR QUOTATIONS – ref. GRTU 051015.2.1**

**Request for Training Services –Negotiation and Conflict Management**

Empowering Internal Skills and Resources

ISSUED ON: 14/09/2015

DEADLINE: 05/10/2015



Operational Programme II – Cohesion Policy 2007 – 2013  
*Empowering People for More Jobs and a Better Quality of Life*  
Project may be part-financed by the European Union  
European Social Fund (ESF),  
Co-financing rate: 85% EU Funds; 15% National Funds



*Investing in your future*

## 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 may be part financed by the European Union European Social Fund under Operational Programme II – Priority Axis 4. Results of selected provider would be communicated after the 1<sup>st</sup> October 2015 pending results from this project.

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

## 2. Deliverables

For the success of the training programme in the area of Negotiations and Conflict Management the training provider should be an expert in the field of the topic and should focus specifically on these subjects 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 international negotiations, diplomacy, public relations, and effective communication strategies and also have experience training in the Maltese context.

### ***Training – Negotiation & Conflict Management***

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

- identify the actual process of negotiations and its various phases, as well as learn how to manage the course of negotiations
- It is important to know the characteristics of these phases and practices in order to employ the right tools, strategies and tactics that would lead our team to the desired outcome(s).
- The employer association as an actor in negotiation and social dialogue

*No. of participants:* Training sessions would be delivered to 5 participants.

*Time frame:* It is compulsory that training would be held and completed in November 2015

*No. of hours of training:* Training must be held on 3 working days with a training session of no more than 6 hours each day.

*Venue of training:* Training will be held in Malta in GRTU's premises

## 3. Timeframe

Quotations must reach GRTU offices via electronic mail on [admin@grtu.eu](mailto:admin@grtu.eu) by no later than **5<sup>th</sup> October 2015 by noon**. 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 training Employer's Associations and dealing with public policies. The most technically compliant bidder and cheapest bid will be chosen.

**Only quotations submitted in the stipulated format below will be considered**



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:**

**Description of training being proposed:**

**Objectives of proposed Training:**

**Trainer justification (according to section 2.)**

**No. of days or hours of training being proposed:** \_\_\_\_\_

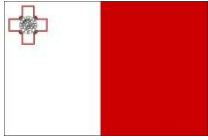
**Dates of training being proposed:** \_\_\_\_\_

**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: \_\_\_\_\_



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