# TENDER SUBMISSION FORM\*[[1]](#footnote-1)

**provision of interim worker services**

# Methodology for providing high quality of interim worker services to the BEREC Office

The text in italic and in parenthesis has to be deleted! It is of explanatory character only.

## Methodology of general selection and recruitment of interim workers

*[To be deleted after filling-in the form*

*Please provide detailed information in free form on the Methodology to be used for the selection and recruitment of interim workers. The detailed information should include:*

* *Methods of screening CVs of applicants;*
* *Methods for the verification of educational qualifications and professional experience;*
* *Methods for verifying references and cover letters;*
* *A description of interview techniques and/or tests;*
* *Any other relevant information related to the selection and recruitment of interim workers.*

*Specific examples or more detailed information may be provided in annexes.]*

## Methodology for presenting interim candidates to the BEREC Office

*[To be deleted after filling-in the form*

*Please present your methodology and approach for the presentation of the interim candidates to the BEREC Office following a request for service from the BEREC Office.*

*The description should lay out the measures in place to facilitate the final selection by the BEREC Office, and could, inter alia, include:*

* *The modalities for presenting the candidates to the BEREC Office;*
* *Concrete measures and/or actions that enable the BEREC Office to select the most suitable candidate out of the pool of candidates that is offered.*

*Specific examples or more detailed information may be provided in annexes.]*

## Methodology for ensuring retention, training, development and motivation of interim workers

*[To be deleted after filling-in the form*

*Please present your plan or methodology for ensuring:*

* *Retention of interim workers throughout the duration of the (specific) contract;*
* *The availability of training and development opportunities for interim workers which are relevant for the execution of the requested tasks;*
* *The motivation for interim workers to deliver high quality service to the BEREC Office.*

*Specific examples or more detailed information may be provided in annexes.]*

# Methodology for providing high quality contract management service provided to the BEREC Office

*[To be deleted after filling-in the form*

*Please provide detailed information in free form on the methodology for providing high quality contract management services to the BEREC Office. The description should include:*

* *The measures in place to ensure consistency in the provision of contract management services to the BEREC Office;*
* *The measures in place to ensure that requests for service and other requests from the BEREC Office are addressed in a timely manner.*
* *The measures in place to ensure effective communication with the BEREC Office;*
* *The designation of contact persons for the execution of the Framework Contract;*
* *The means of communication and response times for requests or questions made by the BEREC Office.*

*Specific examples or more detailed information may be provided in annexes.]*

# Methodology in place for ensuring the continuity of the service

*[To be deleted after filling-in the form*

*Please provide a detailed description of the methods used to ensure business continuity for the BEREC Office, in particular in the following cases:*

* *Sudden resignation of an interim worker, prior to the end of the agreed period for the delivery of the service;*
* *Unexpected and/or unplanned unavailability of interim workers for periods of more than 10 working days;*
* *The end of a specific contract for the provision of interim workers’ services, in particular with regard to handover procedures and/or end-of-service reports.*

*Specific examples or more detailed information may be provided in annexes.]*

1. To be annexed to the Technical Offer. [↑](#footnote-ref-1)