**Request for Proposal**

for the provision of

**Relocation Support Services**

at ECMWF, Shinfield Park, Reading, UK

**Annex 2: Response template**

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| Ref: ECMWF/RFP/2019/BOND26 |
| ISSUED BY:  ECMWF  Administration Department  Procurement Section |
| Date: February 2019 |
| Version: Final |

Bidders should respond to the requirements stated in the Request for Proposal and its Annex 1 in the format below:

# Executive Summary

*See RFP document, 3.1 Summary*

# Company and contact details

*See RFP document, 3.2 and 3.3*

# Track Record including references

*See RFP document, 3.4*

# Quality of Resources to be Deployed

*See RFP document 3.5*

# Management and implementation plan

The management and implementation section shall contain general details of contract management, and any organisations that will contribute to the work and how different organisations will work together. The work organization, assignment of resources and responsibilities shall be described in detail as well as the measures put in place to ensure that quality targets for the service are met.

This section should also include information about the tenderer’s quality assurance processes and management systems, and if applicable, any quality related accreditations or certifications held.

# Response to the relocation support service requirements

## Tailor made solutions

ECMWF wishes to offer a range of relocation support services to its staff who will transfer. It recognises that the personal circumstances and the appetite for engagement with support service suppliers may differ between staff members. As such it wishes to understand how such a service is may be tailored to meet the overall budgetary constraints of providing such a programme as well as the individual requirements of staff members to consume or even purchase specific services.

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| *Bidders should describe here how standard packages can be tailored to meet the needs of individual staff transferring to Bologna:* |

## Local factors

Bidders should describe below what specific factors ECMWF and Its staff should consider when preparing for the moves to Bologna. This should include descriptions of local specific factors in relation to the property market, administrative and bureaucratic elements, cultural factors and any other factors that may impact the timing or organisation of the moves.

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## Service descriptions and prices

### Table 1: Service Description and pricing for Core Service Package - Family unit of 2 adults and 2 children.

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| Service | Description of **Core Service** offering & How provided | Pricing Basis | Bid Price € |
| Area Orientation in context of familiarisation trip of 2 days for family |  |  |  |
| Home Search and lease negotiation of a 3-4 bedroom apartment or house in Bologna region |  |  |  |
| Removal of (48 m3 or 9000kg) for arrival within 1 week |  |  |  |
| Arrangement of 2 weeks temporary accommodation (not to include cost of accommodation) |  |  |  |
| Inventory check-in |  |  |  |
| Contracting for utilities, house insurance and internet services |  |  |  |
| Support for setting up a bank account |  |  |  |
| Support for purchase or import of up to 2 cars, including registration and insurance and obtaining Italian Driving Licenses for both adults |  |  |  |
| Package Discount |  |  |  |
| Total Package Price |  |  |  |

### Table 2: Service description and pricing for couple with no children

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| --- | --- | --- | --- |
| Service | Description of **Core Service** offering & How provided | Pricing Basis | Bid Price € |
| Area Orientation in context of Familiarisation trip of 2 days for Couple |  |  |  |
| Home Search and lease negotiation of a 2-bedroom apartment in Bologna region |  |  |  |
| Removal of (30 m3 or 4000kg) for arrival within 1 week |  |  |  |
| Arrangement of 2 weeks temporary accommodation (not to include cost of accommodation) |  |  |  |
| Inventory check-in |  |  |  |
| Contracting for utilities, house insurance and internet services |  |  |  |
| Support for setting up a bank account |  |  |  |
| Support for purchase or import of up to 2 cars, including registration and insurance and obtaining Italian Driving Licences for both adults |  |  |  |
| Package Discount |  |  |  |
| Total Package Price |  |  |  |

### Table 3: Service description and pricing for a single person

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| --- | --- | --- | --- |
| Service | Description of **Core Service** offering & How provided | Pricing Basis | Bid Price € |
| Area Orientation in context of Familiarisation trip of 2 days for One person |  |  |  |
| Home Search and lease negotiation of a 2-bedroom apartment in Bologna region |  |  |  |
| Removal of (30 m3 or 4000kg) for arrival within 1 week |  |  |  |
| Arrangement of 2 weeks temporary accommodation (not to include cost of accommodation) |  |  |  |
| Inventory check-in |  |  |  |
| Contracting for utilities, house insurance and internet services |  |  |  |
| Support for purchase or import of a car, including registration and insurance and obtaining an Italian Driving Licence |  |  |  |
| Package Discount |  |  |  |
| Total Package Price |  |  |  |

### Table 4: Additional optional services that can be provided

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| --- | --- | --- | --- |
| Service | Description of **Additional Service** & How provided | Pricing Basis | Price € |
| Additional familiarization content - extra 3 days |  |  |  |
| Additional home setup support services  *Bidder to describe* |  |  |  |
| Enhanced removal or installation services  *Bidder to describe* |  |  |  |
| Language Training |  |  |  |
| Life in Bologna / Integration Support |  |  |  |
| Education consultancy / School search |  |  |  |
| Outplacement / Partner job search support |  |  |  |
| Follow-up services |  |  |  |
| Other services proposed |  |  |  |
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