**Compliance Matrix**

*Bidders are requested to demonstrate compliance with the following requirements, and also add any further information in support of their proposal. Please refer to the relevant section of the Statement of Work (SoW) for further explanation of the requirements, as applicable. The information on the below table shall form an integral part of the technical evaluation. Bidders should avoid simply tick “Yes” without providing further information or evidence to support the claim, as this will not generally reflect well in the evaluation. Reference can be made to Annexes or other material in the Bid. Please fill out the below table and include your Bid proposal, together with supportive documentation, as applicable.*

**Table no. 1 – Mandatory Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Mandatory Requirement** | **Bidder’s Response**  **Please tick whichever is applicable** | | **Bidder’s Confirmation** |
| **“Yes”** | **“No”** |
| 1. | Company to provide *Certificate of the Business Continuity Institute (CBCI)* or *International Organisation for Standardization ISO 22301:2014 – Business Continuity Management Systems – Lead Implementer* certified training | **□** | **□** |  |
| 2. | Company ability to deliver the examination and have it certified by the BCI or ISO certificate authority | **□** | **□** |  |
| 3. | Training delivery at the Vienna International Centre (VIC) | **□** | **□** |  |
| 4. | Training not exceeding 5 training days | **□** | **□** |  |
| 5. | Training delivered in English | **□** | **□** |  |
| 6. | Compliance of the Bidder’s proposal with the SoW requirements | **□** | **□** |  |

**Table no. 2 – Quality Evaluation Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Quality Evaluation Criterion** | **Requirement** | **Bidder’s Response** |
| 1. | Course details | Provide details of the course, including course description, course objectives, description of the study material and detailed course program for the days offered (time, topics, breaks, exam, etc.) |  |
| 2. | Bidder’s experience | Provide a written response concerning your company’s experience in delivering the certification training to similar sized organizations, including the contact information of firms/organizations to whom the service was provided |  |
| 3. | Certification and experience of the Bidder’s personnel offered | Provide CVs of the personnel offered, including the Key Account Manager and Trainers. CVs should include information like education, languages, key qualifications, employment record and certifications |  |