

## Q&A \_ Case 00104802\_Teambuilding Event

Last updated 11/08/2022

1. Do you have a budget in mind?

We do have a budget for this activity, but we do not share it with vendors during the solicitation process, since the aim is that the final contract value will be the result of the competitive process, where UNV is seeking to obtain the best value for money.

2. Please confirm what a registration certificate is and if you have a formal document?

The registration certificate is a proof of the company creation/registration. It is to demonstrate that it is a valid company, we are able to contract.

3. We noted the goal of the day of the three which one would be considered the top priority- strengths, communication, or motivation?

The main goal is to work on team building, cohesion and motivation- recognising people's strengths, improving communication and motivation are seen as inter-connected parts of this aim.

4. Is there a suggested number of pre-work exercises given the time frame?

There is not a suggested number of pre-work exercises and if possible, we would suggest these are kept to a minimum (1 or 2) as it is the holiday period.

5. During the time frame for the event 6th to 9th September is there any protected time or do the attendees have any other commitments?

- The team event will be a combined event of standalone team building elements and substantive technical exercises to ensure that all the team have a common understanding of the work.
- The facilitator will be expected to work with the Section Chief on how to ensure that the technical exercises can also contribute to the wider team building objectives.
- It is envisaged that one whole day (06/09) will be dedicated to team building (9 participants) and that the other three days will be technical sessions involving team building elements.

- It is likely that two of the technical days will be for 5 participants and one for 9 participants. The participants will not have any other commitments during the event but key substantial material/ exercises will need to be covered.

6. It is challenging to find a venue availability within 30min and on those dates. Is movement on the journey time?

We are aware of the difficulties of finding a venue at this time of year, so there is some flexibility. However, the nearer the venue for us the better. Additionally, hotels with room themes or special set-ups for this type of events could also be acceptable.

7. We are not able to offer all the services required, can we still submit a proposal?

Priority will be given to complete proposals. If no complete proposal is considered technically compliant, we will look at partial offers received.