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THE REPUBLIC OF SLOVENIA
MINISTRY OF PUBLIC ADMINISTRATION

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Date: 21. 5. 2019

Pursuant to Article 16 of the Public Administration Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 113/05 – official consolidated version, 89/07 – Order of the Constitutional Court, 126/07 – ZUP-E, 48/09, 8/10 – ZUP-G, 8/12 – ZVRS-F, 21/12, 47/13, 12/14, 90/14 and 51/16) and the Decision of the Government of the Republic of Slovenia No. 54001-6/2019/3 of 25 April 2019, I hereby adopt the following

Conditions and criteria for the selection of foreign providers of training services and related fee amounts in the framework of special government project *Slovenia's Presidency of the Council of the European Union in 2021*

I. SELECTION OF PROVIDER

Article 1

The Administration Academy of the Ministry of Public Administration shall be responsible for the development and implementation of trainings in the framework of the special government project *Slovenia's Presidency of the Council of the European Union in 2021*. The Ministry of Public Administration (hereinafter: the Contracting Authority) shall conclude a contract for the provision of training services with the selected provider and shall therein regulate in more detail the development and delivery of training.

Article 2

The providers of training services (hereinafter: the Provider) shall be selected by the Head of the Administrative Academy on a proposal from the expert selection commission, which shall examine all submitted tenders, in which the providers shall demonstrate the fulfilment of the conditions and criteria specified in the tender documents.

The Provider shall ensure that training is delivered at the appropriate professional level and in accordance with the requirements of the tender documents.

The Ministry of Public Administration and the selected Provider shall conclude a contract for the provision of services or other civil-law contract and shall specify therein the expert to deliver training on behalf of the Provider (hereinafter: the Expert of the Provider).

The Expert of the Provider shall be a person who:

1. has a command of English and/or French;
2. has work or professional experience in the subject of the submitted tender in the three years preceding the tender submission deadline; and
3. has delivered at least three adult trainings on the subject of the submitted tender in the three years preceding the tender submission deadline.

When selecting the Provider and depending on the theme of the training, the Contracting Authority may also consider additional criteria, which shall be specified in the relevant tender documents, for example publications or public presentations on the subject of the tender submitted; participation in projects on the subject of the tender submitted; evidenced international cooperation on the subject of the tender submitted; references showing experience in the training of adults on the subject of the tender submitted; and use of innovative interactive forms and methods of training (blended learning, interactive workshop forms, etc.).

II. AMOUNTS OF FEES

Article 3

The training services shall be provided according to individual thematic sets and shall take the form of short seminars and workshops in the duration of 1 (one) to 3 (three) days; 1 (one) day of training shall include 6 (six) to 8 (eight) teaching hours by the Provider.

The amount of the fee shall depend on the content and duration of the training service and shall amount to:

- EUR 4,300.00 (in words: four thousand, three hundred euros and no cents), excluding VAT, for delivery of training on the theme of chairing meetings in the duration of 1 (one) day;
- EUR 5,000.00 (in words: five thousand euros and no cents), excluding VAT, for delivery of training intended for ministers on the theme of chairing meetings in the duration of 1 (one) day;
- EUR 6,800.00 (in words: six thousand, eight hundred euros and no cents), excluding VAT, for delivery of training on the theme of chairing meetings in the duration of 2 (two) days;
- EUR 3,500.00 (in words: three thousand, five hundred euros and no cents), excluding VAT, for delivery of training on the theme of English and/or French learning in the duration of 1 (one) day;
- EUR 5,100.00 (in words: five thousand, one hundred euros and no cents), excluding VAT, for delivery of training on the theme of English and/or French learning in the duration of 2 (two) days; and
- EUR 7,100.00 (in words: seven thousand, one hundred euros and no cents), excluding VAT, for delivery of training on the theme of English and/or French learning in the duration of 3 (three) days.

Article 4

The payment to the Provider for carrying out the above-listed trainings shall depend on the number of days of training delivered within the scope determined in the training programme or in a special written agreement with the Contracting Authority.

III. ENTRY INTO FORCE

Article 5

These conditions and criteria for the selection of foreign providers of training services and related fee amounts referred to in Article 3 shall enter into force on the date of their signing by the Minister.

Rudi Medved
Minister