

How to submit a good tender for BTSF

BTSF Guideline for Tender

Who can submit an offer?

Participation in public procurement procedures is **open** on equal terms to all natural and legal persons from:

- the 27 MSs of the EU,

- ★ - countries party to the Agreement on the European Economic Area (EEA), such as Iceland, Liechtenstein or Norway,

- ★ - Croatia, Former Yugoslav Republic of Macedonia and Albania under their own Stabilisation and Association Agreements (SAA).

Who can submit an offer?

In case of purchase of services \geq **125.000 €** also:

- Canada, Chinese Taipei, Hong Kong China, Israel, Japan, Republic of Korea, the Netherlands with respect to Aruba, Singapore, Switzerland and the United States - countries party to the Multilateral Agreement on Government Procurement concluded within the WTO,
- Mexico and Chile on the basis of their bilateral agreements with the European Union.
- Organisations from other countries can only participate as subcontractors of the tenderer.

Where can you find info?

Internet Sites

All Calls for Tender are published through:

TED (Tenders Electronic Daily):

<http://ted.europa.eu/TED/misc/chooseLanguage.do>

BTSF Site:

<http://www.btsf.eu> or <http://ec.europa.eu/eahc/food/index.html>

Where can you find info?

Main Documents

Contract Notice: summary of the main main details of the future contract (estimated volume, subject, etc.) – @: TED, BTSF Site

Invitation to Tender: details of the submission of the tender (address, deadlines, etc.) – @: BTSF Site

Technical Specification: detailed information on the call for tender along with the necessary forms and templates and the draft contract.
– @: BTSF Site

Where can you find info

Other BTSF Documents

(all available at the BTSF Site)

Guideline for Tenders: information concerning the preparation of tenders and their evaluation (*in preparation*)

★ **Operational Guideline:** information and suggestions on the implementation of projects for BTSF Contractors

★ **Technical Specification:** information and suggestion on the use of visibility elements during the communication on BTSF Contracts.

Organisation of the Tender:

Three separate parts

➤ *Administrative Offer*

➤ *Technical Offer*

➤ *Financial Offer*

Organisation of the Tender:

Concerning all the three parts 1

Please include:

Page numbers – preferably continuous numbering thorough the offer part including attached forms and other documents;

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Organisation of the Tender:

Concerning all the three parts 2

To avoid missing information and to help the evaluation:

- **Follow a logical order** when compiling the offer; e.g.:

order of requirements in the Technical Specification!

- **Answer all the requirements!**

Organisation of the Tender:

Administrative offer 1:

- Exclusion Criteria

- Selection Criteria

- Eligibility

- Economic and financial capacity

- Technical and professional capacity

Organisation of the Tender:

Administrative offer 2:

- the **exclusion criteria** (Chapter 16.1 of TS) – Annex IV – each member of the consortium and each subcontractor),
- the **eligibility criteria** (Chapter 16.2.1 of TS) – Annex Ia, and the relevant documentary evidence according to the respective national law; Annex IIa, IIb, and IIc, for natural persons Annex II also

Organisation of the Tender:

Administrative offer 2:

- the ***economic and financial capacity criteria*** (Chapter 16.2.2 of TS) – Annex VII for each member of the consortium, balance sheets and profit & loss accounts regarding the two last closed years, at the time of submission of the tender;
- the ***technical and profession capacity criteria*** (Chapter 16.2.3 of TS) – CVs of the Project Leader and the experts, Annex X filled in and signed for the PL and the experts; a summary table with the PL and tutors/experts required in the TS; a list of relevant project experiences.

Organisation of the Tender:

Technical offer:

- detailed description of the technical solutions proposed by the tenderer
 - preferably in the order of the evaluation criteria (and sub-criteria) in Chapter 17.1 of the TS;
 - Concrete examples
- any other document the tenderer consider useful to substantiate or justify its offer.

Organisation of the Tender:

Financial offer:

- Annex V filled in and signed on each page by the Project Leader;
- The information relating to the financial offer and its supporting documents

must not

appear anywhere else in your offer

Language:

Evaluations in English

- ★ submit a tender not in English – possible;
- please inform EAHC ASAP

Tender parcel

1. Sealed and addressed properly

Proper sealing is very important – one of the few exclusion reasons at the opening

Address: as in the Invitation to Tender

Please clearly indicate

★
- that it is a tender

★
- the ID of the Call for Tender (EAHC/2010/BTSF/XX)

★
- the ID of the Lot (Lot X: [title] the tender is submitted for

Tender parcel

2. Content

Three individually sealed envelopes.

Administrative Offer - 1 original and three numbered paper copies along with 1 electronic copy (CD, USB key, etc.)

Technical Offer - 1 original and three numbered paper copies along with 1 electronic copy (CD, USB key, etc.)

Financial Offer - 1 original and three numbered paper copies along with 1 electronic copy (CD, USB key, etc.)

All (incl. the electronic copies) shall be **clearly labelled!**

Submission deadlines:

Set in the Invitation to tender

- For hand delivery: the day (normally last working day of the week) of deadline at 16:00!!!

★ - For courier post and normal post: the day of deadline

★ Please send the proof of submission to:

★ EAHC-BTSF-CALLS@europa.eu

Evaluation of Offers

Phases

Opening of the offers – public procedure

Evaluation of the tenders – not public

★ Awarding

Evaluation of Offers

Communication between tenderers and EAHC

Phase	Tenderer	EAHC
<i>Publication of CfT</i>		Call for Tender
<i>Q & A</i>	Clarification questions	Clarifications
<i>Tender submission</i>	Submission of offer	
<i>Tender Opening</i>	Tender Opening	
<i>Tender Evaluation</i>	Clarification	Clarification questions
<i>Awarding</i>	Request for further info	Information to (un)successful tenderers

Guideline for Tenders

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