

BTSF INFO DAY 2011

Selection and evaluation

BTSF Calls for tenders

•To submit a tender

* Who can submit a tender ?

- Open in equal terms to all natural and legal persons from:

- . the 27 MS of the EU,
- . EEA countries such as Iceland, Liechtenstein or Norway,
- . Croatia, FYRMacedonia and Albania under their own SSA

- Other countries: only SUBCONTRACTORS

BTSF Calls for tenders

•To prepare an offer

* Drawing up

- Formal aspects to be respected in all cases = **minimum standard**

Filling in all the templates and annexes attached to the TS (except: Annex IX – Financial Statement Template)

- Signatures = in **original** preferably in blue ink according to the **Invitation to tender and TS**

Administrative offer (**Annex Ia, Ib, IV, VII**)
Financial offer (each page - **Annex V**)

- No **alteration** accepted

* Need for clarification

- **Q&A** publication on the website without indication on who sent the question (confidentiality – personal data protection)

BTSF Calls for tenders

•To organise an offer

* Partition of the offer (3 parts)

- **Administrative offer** containing at least documents concerning **exclusion** and **selection** criteria:

Exclusion criteria – Annex **IV** filled in and signed concerning each member

Eligibility criteria – Annex **Ia, Ib, IIa, IIb, IIc** filled in and signed as appropriate

Economical and financial capacity criteria – Annex **VII** filled in and signed for each member of a consortium

Technical and professional capacity criteria - Annex **X** filled in and signed

BTSF Calls for tenders

•To organise an offer

* Partition of the offer (3 parts)

- **Technical offer** containing the documents concerning the detailed description of the technical solutions proposed by the tenderer, preferably in the order of the **award** criteria, and the detailed information indicated in the TS

- **Financial offer** containing Annex V filled in and signed on each page **without any further information on the content appearing in any other parts**

BTSF Calls for tenders

•To submit an offer

- * Submission using double envelope, 1 outer + 3 inner (confidentiality and integrity)
- * Sealing of the offer (self-adhesive system, adhesive tape, ...)
- * Respect of deadline for submission
- * 3 ways to submit (delivery by hand / national post / courier service)

TENDER

– NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT

Tender Ref. no. EAHC/2010/BTSF/XX

Title of the call for tender:

Name of the tenderer:

Address of the tenderer:

Lot applied for:

Language of the tender:

BTSF Calls for tenders

•To open and to evaluate an offer

* Appointed Opening board will open on date, time and place indicated in the Contract Notice and in the Invitation to Tender

Tenderer can send one representative (opening day – 2 working days)

Admission on the basis of deadline and correct sealing (confidentiality and integrity)

* Appointed Evaluation Committees (2) will assess the offers in the light of the criteria announced in the TS

Only offers meeting the requirements of each phase of the assessments are admitted to the next phase

BTSF Calls for tenders

- **To open and to evaluate an offer**

BTSF training projects are generally similar, therefore it is strongly suggested that the tenderer prepares tailor-made offers for each lot/call reflecting the specific characteristics (technical field, number of training sessions, number of training participants, specific requirements, ...)