

### Question 1

With regard to the indicators, is it meant to use the "log frame" tools developed by COMM or can the contractor use his own evaluation tools which he has already in place or perhaps he shall develop a new one?

### Answer 1

The tender specifications do not request any explicit system to set up the indicators. It will be up to the tenderer to show how he will address this request and what kind of tool for monitoring the effect on food security or impact of the action he can propose. The use of the "log-frame" tool commonly used by DG DEVCO is adequate as well.

### Question 2

With regard to the choice of topics, tentative SPS-related topics are given in the tender specifications. Is it expected to find them as examples in the offer? Will there be a further evaluation on the topics during the Inception phase with the experts from DG SANCO?

### Answer 2

As concerns the workshops, it is recommended to stick to the topics developed in the tender specifications.

With regard to the Sustained training missions, the focus has to be on actual problems and non-compliances, concrete information will be discussed at the kick-off meetings.

### Question 3

With regard to the reports, what is expected under "results achieved" knowing that this is not easy to evaluate?

### Answer 3

It is important to notice that the "BTSF World" call for tender is focusing on food security, even if food safety is implicitly included in food security.

In terms of results, concrete deliverables should be included in the working programme, showing differences for a particular situation between the beginning and at the end of the project. It is self-evident that results will be more obvious and quantitatively

verifiable after the sustained training missions whereas it will be more difficult for the regional workshops to indicate concrete results. In this aspect, the choice of indicators will be important, e.g. indicators showing the (potential) increase of food trade, better market access or resumption thereof, better disease prevention systems, better/improved access to food at regional level, etc...

#### Question 4

With regard to the private sector, does this correspond to SMEs, farmer cooperatives, etc...?

#### Answer 4

The choice of the actors from the private sector will depend on the activities which are/will be foreseen and on the topic to be addressed. Any stakeholder belonging to the private sector may be eligible.

#### Question 5

What about a possible link with e-learning modules?

#### Answer 5

E-learning modules developed under the BTSF initiative are in the process of validation and testing. The available number of subjects is restricted to five. Soon this phase will end they will be available for a wider public.

Some E-learning tools have been developed within other BTSF projects and are a successful addition to the particular subject. If e-learning modules are available in a company with a similar setting and can add value to the activity, the use of these modules can be encouraged.

#### Question 6

There is some confusion about the number of lots in Call EAHC/2012/BTSF/10, is there only one lot or are there more lots? Can a tenderer apply for all lots together in one offer? Please clarify.

#### Answer 6

The contract notice and the tender specifications are clear and the "Invitation letter" has been updated on the web site. There are 6 lots under Call EAHC/2012/BTSF/10. Tenderers have to submit a

separate offer for each lot as they represent a separate subject and they will be awarded as separate contracts.

#### Question 7

From the presentations, it appears that there may be some confusion in the deadlines, please clarify.

#### Answer 7

Deadlines for submission of the offers are 27 June for Call EAHC/2012/BTSF/10 and 2 July for Call EAHC/2012/BTSF/09.

#### Question 8

Will the participation of representatives from "*Codex Alimentarius*", OIE, IPPC, etc... be encouraged in the BTSF-World workshops and if so will they be regarded as non-supported participants?

#### Answer 8

The participation of international organisations in the "BTSF World" Call is not encouraged as priority should be given to national officials and private business. The participation of members representing these organisations has to be justified in a sound way in particular for the Sustained training missions.

On the contrary, for the "ISSB" Call, the participation of members of these international organisations is essential.

#### Question 9

The average number of participants for workshops is 60. Can smaller or larger numbers be foreseen according to the interest of the topic?

#### Answer 9

As it is stated, this number is average. It is not recommended to deviate too much from the numbers of participants as foreseen in the tender specification; however certain flexibility exists if there is a sound justification behind. It needs to be noticed that the price structure is linked to the total number of the participants and not to the particular event.

#### Question 10

Is there a ratio between participants from the private sector and public organisations or competent authorities?

#### Answer 10

There is no fixed ratio between participants from the private sector and competent authorities.

This has to be fixed in line with the topic to be addressed and the specific circumstances in the concerned country/region; there is flexibility for the tenderers which has to be managed in a sound way.

#### Question 11

The average number of participants for workshops is 60. This number may be difficult to meet when organising laboratory trainings. From the experience of the company, a number of 20 participants is a good number. Can a smaller number be foreseen in this case?

#### Answer 11

As stated before, this number is an average number of participants per event. It is not recommended to deviate too much from the numbers of participants as foreseen in the tender specifications, however certain possibilities exist. It needs to be noticed that the price structure is linked to the total number of the participant and not to the particular event. As well, one have to bear in mind that we are looking for the best value for money, therefore this approach has to be taken as well into account when preparing the offer to the call.

#### Question 12

The Annex IX (Statement of exclusivity and availability) published under Call EAHC/2012/BTSF/10 is not mentioning the lot n°. Wouldn't it be wise to specify the lot n°?

#### Answer 12

The Annex IX documents are part of the offers and they have to be submitted together with each offer.

It was recommended to the company who asked this question to send it to the EAHC-BTSF-CALLS mail box in order to include it in the Q&A for the Call.

### Question 13

Under the "BTSF World" Call, the distribution of the activities to be organised will depend in a large way on the specific request(s) from DG SANCO and on the availabilities of countries and they will not be known at the beginning of the project for the whole duration which is 36 months. This may lead to problems with the availability of tutors and may lead to deviations from the agreed tutor's teams. Will there be some flexibility in this particular case?

### Answer 13

The availability of tutors for a period of 36 months under the "BTSF World" Call is indeed requested, however it is impossible to engage a specific and rare expert for such a period, therefore 3 meetings – one each year, are foreseen (one kick-off meeting and 2 additional meetings) in order to define a particular period for specific subjects according to the current geopolitical or sanitary and phytosanitary situation in a particular continent or region.

Nevertheless an important number of tutors should be included in the offers (with the corresponding Statement of exclusivity and availability) which will be able to cover specific tasks under this contract.

### Question 14

Is it correct that 5 tutors + 1 training coordinator have to be proposed for the organisation of the workshops?

### Answer 14

Tutor team consists of 5 tutors. One of them is taking the lead as training coordinator.

### Question 15

Do the tenders have to include the CVs of the experts for the Sustained training missions?

### Answer 15

The evaluation criteria are to assess the capability of the bidder to recruit the best possible experts, capability and know-how on how to organise international conferences, missions, etc.. In short, the technical capacity of a bidder will be a key factor.

#### Question 16

Do the CD-ROMs to be included in the offers have to contain electronic documents or scanned copies?

#### Answer 16

The tenderers have to include in the CDs the scanned copies of the documents which are requested to be signed as "blue ink".

#### Question 17

Is it correct that the deadline of sending is midnight and do the tenderers have to send a proof of shipment?

#### Answer 17

The deadline for sending is indeed midnight of the particular day for the call.

The sending of the proof of shipment for example by e-mail is appreciated. This allows waiting for the offer in case of any problem during the shipment.

#### Question 18

How will the exact status of a company – private or public - be addressed?

#### Answer 18

In some cases the status of a company is difficult to evaluate. Therefore it is recommended to the companies, in particular if they have a public institution status, to include the documents giving the evidence on their status in the offers, for example documents obtained from the government of the country of the company.