



BTSF Info Day

Brussels, 9th of the September 2013

Executive Agency for Health and Consumers



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What is new?

*Fixed price linked to the participant as **Unit price***

Single subject per call

Assistant event manager



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Unit price

Price for the implementation of the service contract including the contingency.

This price **shall include all the costs:**

staff costs,

preparation of training materials,

costs for (external) trainers,

travel and accommodation for the trainees and tutors,
catering,

training venues,

social events, etc.

and the costs of the audit and pedagogical certificate



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No Work Packages

No Lots

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<p>The Event Manager has a University degree and at least 2 years of relevant professional experience or a secondary degree and 5 years of relevant professional experience</p>	<p>The Event Manager's CV and a signed Statement of Availability and Exclusivity</p>
<p>The Assistant Event Manager has a university degree or a secondary degree with 2 years of relevant professional experience.</p>	<p>The Assistant Event Manager's CV and a signed Statement of Availability and Exclusivity</p>



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Moving from paper to electronic files

New submission system for sending the offers and new evaluation system

Templates in the Electronic form

On line survey for participants



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Payment

If, for whatever reason, the Contractor will not execute the planned training for the requested number of participants, **a proportionate deduction related to the number of trained participants will be made from the final payment.**



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Deduction will be done only if the difference in the number of trained participants **exceeds -5%** of the requested number of participants.

Deduction will be at the **same rate as % of non-trained participant**



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Languages

The training courses will be given in **English** and/or French and/or German, depending on the language knowledge of participants, with interpretation in one of the other two languages.



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Dead line for the submission

20.09.2013 for ISSB

**27.09.2013 for the rest of the
published calls**



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Thank you for the attention

For more see:

<http://ec.europa.eu/eahc/food/tenders.html>