



# BTSF Info Day

**TENDER SUBMISSION, TRAINING  
EVALUATION, PEDAGOGICAL REVIEW**

**Brussels 10 September 2013**  
**Executive Agency for Health and Consumers**



# AGENDA

*Tender submission*

*Training evaluation*

*Pedagogical review*



# TENDER SUBMISSION - Invitation to tender

## DOCUMENTS - ORIGINAL/COPY

"Envelope A 'Administrative proposal' shall contain one **original** (clearly marked as 'Original', no colour copies) and one **copy** (clearly marked as 'Copy') of the supporting information and documentation related the tenderer's eligibility and capacity."



# TENDER SUBMISSION - Invitation to tender

## DOCUMENTS - SCAN/PDF

"Tenderers are asked to provide the **scanned versions of the signed original documents** placed in each envelope on three separate CDs/DVDs/USB sticks. Each CD/DVD/USB stick shall be put in the relevant envelope.

IMPORTANT: In addition to the scanned version, the duly filled in **'Tender form' in the original pdf format** should also be put on the Administrative proposal CD/DVD/USB stick: this form should include all the annexes for the consortium members and subcontractors, if any."



# TENDER SUBMISSION - Invitation to tender

## DOCUMENTS - DISCREPANCIES

"In case of **discrepancies** between the original tender and the copies (or between the paper and the scanned version), the original tender in a paper format is binding."



# TENDER SUBMISSION - Invitation to tender

"The tenderer or his duly representative is requested to sign:

- Annex Ia ('Tender submission' form - Statement). Please note that Annex Ia should be filled in English;
- Annex Ib ('Letter of mandate' for consortium member(s) and/or "Written commitment" for subcontractor(s));
- Annex IIa, IIb, IIc ('Legal entity' form);
- Annex III ('Financial identification' form);
- Annex IV ('Declaration on honour' form);
- Annex V ('Financial offer' – all pages);
- Annex VII ('Economic and Financial capacity' form)."



## TENDER SUBMISSION – Invitation to tender / **New submission forms**

"The annexes Ia, Ib, IIa/IIb/IIc, III, IV and VII are contained in the **electronic "Tender form" (Pdf format)**. They have to be filled in electronically, printed and the paper version signed. There is no electronic signature. In order to help tenderers in filling in the Tender form, a step by step guide is published together with the call."

# New submission forms - Website

## Documents

*Invitation to tender*

*Contract notice*

*Tender specifications*

**PDF tender form ([Adobe Reader 9.5 or higher](#) is required) *How to complete the call for tender form - Step by step guide***

*Note: this PDF form contains the following annexes:*

- **Annex Ia - Tender submission form**
- **Annex Ib - Letter of mandate**
- **Annex IIa - Legal entity form for public entities**
- **Annex IIb - Legal entity form for private entities**
- **Annex IIc - Legal entity form for individuals**
- **Annex III - Financial identification form**
- **Annex IV - Declaration of honour**
- **Annex VII - Economic and financial capacity overview**

*Annex V - Financial Offer Form*

*Annex VI - Draft contract and annexes*

*Annex VIII - Checklist*

*Annex IX - Statement of availability and exclusivity*





# Evaluation of the trainings

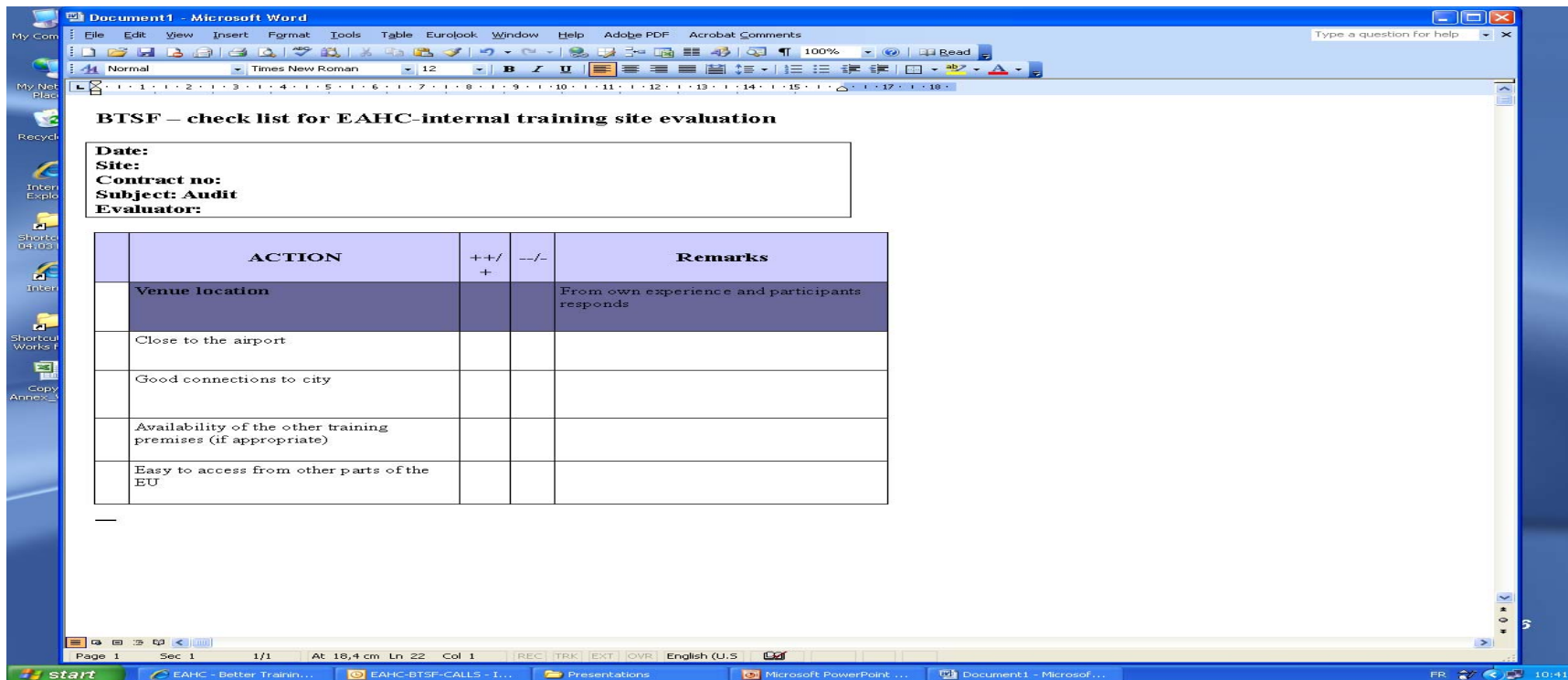
*Back-to-Office notes (DG SANCO)*

*Internal reporting (EAHC)*

*Direct feedback from the participants*

***On-line evaluation form = NEW***

# Internal reporting



**BTSE – check list for EAHC-internal training site evaluation**

**Date:**  
**Site:**  
**Contract no:**  
**Subject: Audit**  
**Evaluator:**

ACTION	+++ +	--/ -	Remarks
Venue location			From own experience and participants responds
Close to the airport			
Good connections to city			
Availability of the other training premises (if appropriate)			
Easy to access from other parts of the EU			

# Evaluation strategy



## Pedagogical review

"Contractor is obliged to provide an independent **pedagogical review**:

- addressing the appropriateness of the chosen pedagogical approach in regard of the targeted group;
- In the form of the evaluation of the didactical and pedagogical perspective on the appropriateness of the training methodology for adult education.

The Expert selection needs to be done in agreement with the contracting authority."

# Pedagogical review

Training Course: training on a specific technical field; it may be realised in the course of one or several training sessions. One contract (project) may comprise one or more training courses. If more than one training courses form one contract, they are referred to as “Work Packages” (WPs).

Work Package: every work package is a unique Training course with the defined number of participants and subjects to be covered.

Training Session: a training activity with a specific technical programme, at a specific place (venue), at a specific time and with a specific duration.



## Pedagogical review

*At least one complete training session shall be reviewed.*



European  
Commission

***THANK YOU***

*Health and  
Consumers*