



Better Training for Safer Food *Initiative*

**BTSF Calls
Submission and Evaluation of tenders**

BTSF

BTSF INFO DAY 2018

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CHAFEA

Luxembourg, 16 March 2018



European Commission

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CHAFEA

Consumers, Health, Agriculture and Food Executive Agency

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BTSF - Call for Tenders - 2017



Call for tender n° **Chafea/2017/BTSF/15**: Organisation and implementation of training activities on prevention, monitoring and control of antimicrobial resistance (AMR) in the context of an overall 'One Health' approach involving both veterinary and human fields under the "Better Training for Safer Food" initiative.

Deadline: 9 April 2018

[Read more](#)



Call for tender n° **Chafea/2017/BTSF/14**: Organisation and implementation of training activities on principles and methods of food safety risk analysis under the "Better Training for Safer Food" initiative.

Deadline: 29 March 2018

[Read more](#)



Call for tender n° **Chafea/2017/BTSF/13**: Organisation and implementation of training activities on the sustainable use of pesticides, with a focus on Integrated Pest Management under the Better Training for Safer Food initiative.

- Links and documents
- National Contact Points
- Calendar of trainings
- Newsletters
- Financing Decisions
- Reports and Booklets
- Videos
- DG Agriculture and Rural Development
- DG Justice and Consumers
- DG Health and Food Safety
- EU Agencies

EVALUATE
your **BTSF**
training

Get started

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

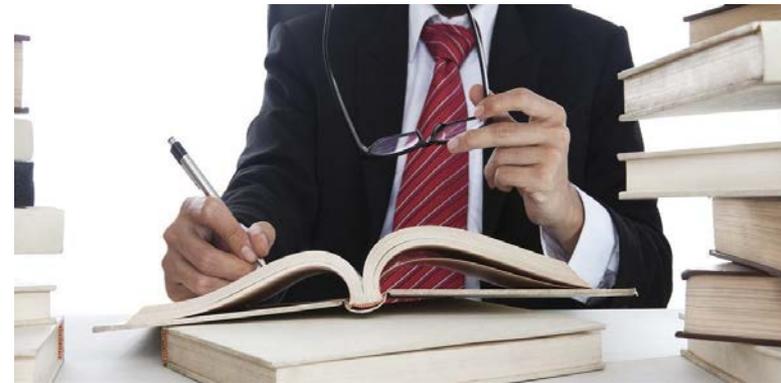
- **Open** on equal terms:
 - to all natural and legal persons
 - coming within the scope of the Treaties
 - established in the EEA countries
 - to economic operators from a number of countries under the Stabilisation and Association Agreements
 - to international organisations

- **Not open** to countries that are parties to the Agreement on Government Procurement concluded within the WTO.
- The rules of access to the market apply to all joint tenderers but not to subcontractors.

For British tenderers:

- The rules of access to EU procurement procedures of economic operators established in non-EU countries will apply, depending on the outcome of the negotiations.
- In case access is not provided by legal provisions in force, candidates or tenderers from the UK could be rejected.

Participation in the tendering procedure



Joint Tenders

- A tender is submitted by a group of economic operators (natural or legal persons).
- May include subcontractors.
- All members of the group assume **joint and several liability** towards Chafea for the performance of the contract as a whole, i.e. both financial and operational liability.
- One of the economic operators must be designated as a **single point of contact** for the Chafea (the leader), authorised to submit the tender and act on behalf of group members.
- After the award, the contract is signed either with all members of the group, or with the leader, authorised by the other members via powers of attorney. In this case, each participating economic operator shall accept and comply with the terms and conditions set out in the tender specifications and in the contract.
- The tender must identify the members and clearly specify the role and tasks of each member.
- The group may not have a given legal form in the submission. However, a legal form before the contract is signed may be required, if this change is necessary to the proper performance of the contract.

Subcontracting

Permitted but...

...the contractor will retain full liability towards the Chafea

...the Chafea will not have any direct legal commitment with the subcontractors

Identified subcontractors: share of the contract is above 10% and all subcontractors whose capacity is necessary to fulfil the selection criteria

Annex Ia data (identity, role, specific tasks, and proportion of the contract the tenderer intends to subcontract in total and by each subcontractor when this is above 10%).

Annex Ic - letter of intent for subcontractors: all identified subcontractors should provide it declaring *their undertaking to collaborate with the tenderer(s)* in case of award of the contract and *the resources they will put at the tenderer(s) disposal*.

Where the economic operator who submits the offer rely on the capacity of other entities with regard to the economic and financial capacity criteria, the Chafea may require that they are jointly liable for the performance of the contract.

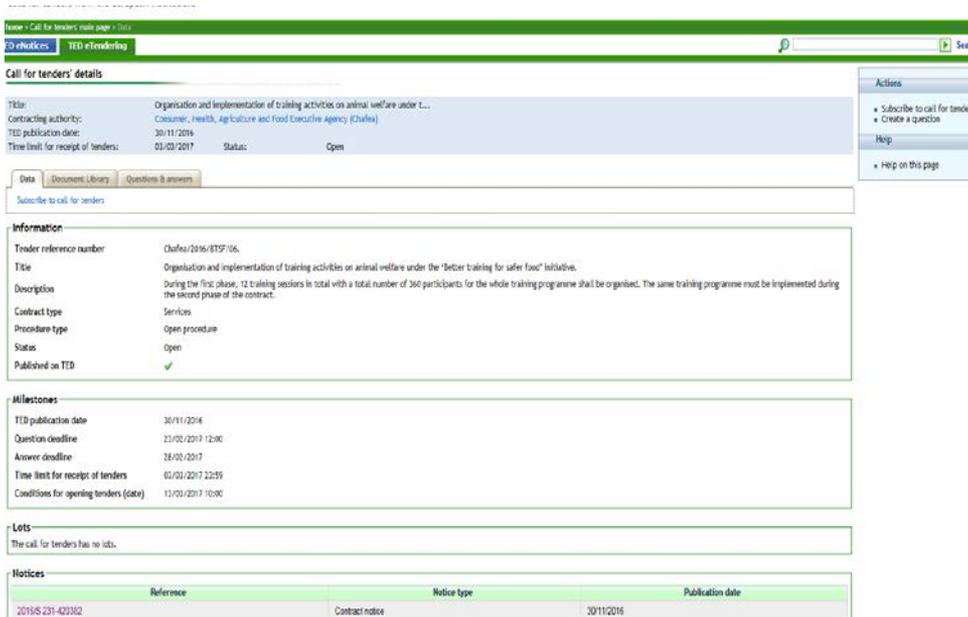
During the execution of the contract, the change of subcontractors should be subject to prior written approval of the Chafea.

Requirements as to the tender

The tender must include:

- A **cover letter** signed by an authorised representative. For joint tenders, signed either by an authorised representative for each member, or by the leader authorised by the other members with the power of attorney
- the **administrative offer** (envelope A) and related annexes presenting the name of the tenderer (including all entities in case of joint tender) and identified subcontractors, if applicable, as well as the name of the single contact point (leader).
- The **technical offer** (envelope B) must include a detailed description on how the tenderers are planning to provide the requested service, as defined in the technical specifications.
- The **financial offer** (envelope C). The price for the tender must be quoted in *euro*. Tenderers from countries outside the euro zone have to quote their prices in euro.
 - Prices must be quoted free of all duties, taxes and other charges, including VAT. The amount of VAT may be shown separately.
 - The quoted price must be a fixed amount which includes all charges (including travel and subsistence expenses).

E-tendering



Call for tenders' details

Title: Organisation and implementation of training activities on animal welfare under t...
 Contracting authority: Consumer, health, Agriculture and Food Executive Agency (Chafsa)
 TED publication date: 30/11/2016
 Time limit for receipt of tenders: 03/03/2017 Status: Open

Actions

- Subscribe to call for tenders
- Create a question
- Help
- Help on this page

Information

Tender reference number: Chafsa/2016/875F/06
 Title: Organisation and implementation of training activities on animal welfare under the 'Better training for safer food' initiative.
 Description: During the first phase, 12 training sessions in total with a total number of 360 participants for the whole training programme shall be organised. The same training programme must be implemented during the second phase of the contract.
 Contract type: Services
 Procedure type: Open procedure
 Status: Open
 Published on TED: ✓

Milestones

TED publication date: 30/11/2016
 Question deadline: 23/02/2017 12:00
 Answer deadline: 28/02/2017
 Time limit for receipt of tenders: 03/03/2017 22:59
 Conditions for opening tenders (date): 13/03/2017 10:00

Lots

The call for tenders has no lots.

Notices

Reference	Notice type	Publication date
2016S-231-423382	Contract notice	30/11/2016

Documents library

[Submission guide](#) EN

[Tender specifications](#) EN

[Annex IV - Declaration](#) EN

[Annex V - Financial offer form](#)
EN

[Annex VI - Draft contract](#) EN

[Annex VIII - Checklist](#) EN

[Annex IX - Statement](#) EN

[Invitation letter](#) EN

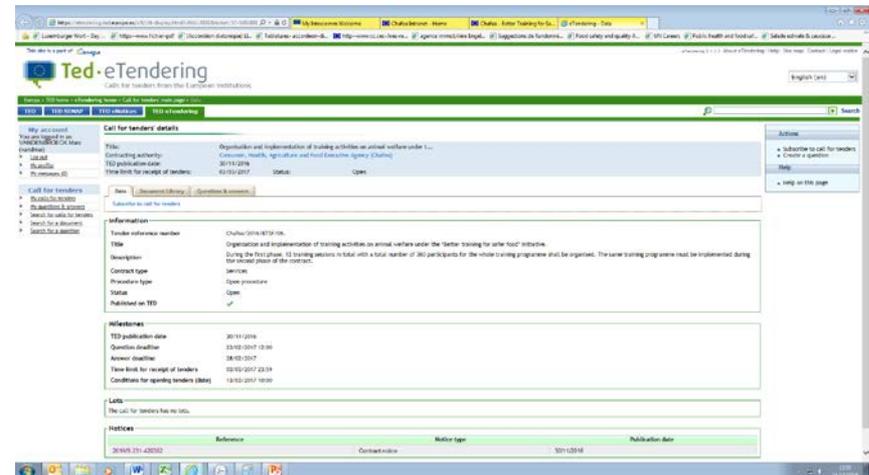
[Submission form](#) EN

E-tendering

Questions and answers or any request for additional information through the eTendering website

<https://etendering.ted.europa.eu>

in the "questions and answers" tab, by clicking "create a question"



Question deadline:

19/3/2018 – 12:00

Answer deadline:

19/3/2018

Contract notice

Time limit for receipt of tenders or requests to participate (IV.2.2)

Time limit for receipt of tenders or requests to participate

Date: 29/03/2018

Local time: **23:59 (24:00 CET for hand delivery – see Invitation)**

Opening procedure (IV.2.7) Date: 10/04/2018

Local time: 09:00

Place: Consumers, Health, Agriculture and Food Executive Agency, 12, rue Guillaume Kroll, Drosbach Building, L-1882 Luxembourg, LUXEMBOURG.

Information about authorised persons and opening procedure:

2 representatives max per tender can attend the opening of tenders. The interested tenderers are requested to register not later than **4.4.2018** by e-mail or by fax and to provide full name and ID or passport number of representatives. At the opening, the representative of the tenderer may be asked to present its credentials/power of attorney to be checked by the Agency.

Verification of non-exclusion and evidence

All tenderers must provide a **declaration on honour (Annex IV)**, signed and dated, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

In case of **joint tender**, each member of the group must provide a declaration on honour.

In case of **subcontracting**, all subcontractors whose share of the contract is above 10% and whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour.

Annex IV

Declaration on honour on exclusion criteria and selection criteria

Call for tender n° Chafea/2017/BTSF/06 - Organisation and implementation of training activities on audit systems and internal auditing under the "Better Training for Safer Food" initiative

The undersigned [*insert name of the signatory of this form*], representing:

(<i>only for natural persons</i>) himself or herself	(<i>only for legal persons</i>) the following legal person:
ID or passport number:	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number:

(1) declares whether the above-mentioned person is in one of the following situations or not:		
I-SITUATIONS OF EXCLUSION CONCERNING THE PERSON	YES	NO
(a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that		

Verification of non-exclusion and evidence

Upon request of the contracting authority, the successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour **before signature of the contract**.

This requirement applies to **each member of the group** in case of joint tender and to **all subcontractors whose share of the contract is above 10%** or whose capacity is necessary to fulfil the selection criteria.

The obligation to submit supporting evidence does not apply to **international organisations**.

Verification of non-exclusion and evidence

A tenderer (or a member of the group in case of joint tender, or a subcontractor if applicable) is not required to submit the documentary evidence if it has already been submitted for **another procurement procedure** and provided the documents were issued **not more than one year** before the date of their request by the contracting authority and are still valid at that date.

In such cases, the tenderer must **declare on its honour** that the documentary evidence has already been provided in a previous procurement procedure, indicate the **reference of the procedure** and confirm that that there has been no change in its situation.



Verification of selection criteria and evidence

Selection criteria include the **legal and regulatory capacity** (where relevant), the **economic and financial capacity** and the **technical and professional capacity**.

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the **declaration on honour** signed and dated by their authorised representative, stating that they fulfil the selection criteria.

This declaration is part of the declaration on honour used for exclusion criteria (Annex IV); therefore **only one declaration** covering both aspects should be provided by each concerned entity.

Tenderers are required to provide the evidence together with the declaration.

(5) declares whether the above-mentioned person complies with the selection criteria applicable to it individually if so provided in the tender specifications:			(6)
SELECTION CRITERIA	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 4.2.1 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfills the applicable economic and financial criteria indicated in section 4.2.2 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section 4.2.3 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) declares that it is not in a situation that would constitute a professional conflict of interest ¹ which might negatively affect the performance of the contract;			

	YES	NO	N/A
(6) if the above mentioned person is the sole tenderer or the leader in case of joint tender, declares that:			
(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.			

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay. The signatory fully understands that failure to supply the requested information shall lead to exclusion from award of the given contract.

Verification of selection criteria and evidence

The successful tenderer will be required to **provide the evidence** within the deadline set by the Chafea (not if already provided for another procurement procedure).

This requirement applies to **each member of the group** in case of **joint tender and to subcontractors** whose capacity is necessary to fulfil the selection criteria.

The Chafea will evaluate selection criteria on the basis of the declarations on honour. Nevertheless, it reserves the **right to require evidence at any time** during the procurement procedure and contract performance. In such case the tenderer must provide the requested evidence without delay. The Chafea may reject the tender if the requested evidence is not provided in due time.



THANK YOU!

Better Training for Safer Food BTSF

• *European Commission
Consumers, Health, Agriculture and Food Executive Agency
L-2920 Luxembourg*