

BTSF Info Day, 17 January 2019 Luxembourg

Question 1

When will the next BTSF Financing Decision be published?

Answer

At the moment we are not able to provide a specific date. It will be published in the course of 2019, ideally in the first semester, and it will be available in the OJ.

Question 4

What is the use that can be done at national level of the VAT exemption certificate provided by the EU institutions?

Answer

The EU institutions are not subject to national VAT. VAT is dealt with at national level. It is suggested to submit the question on line through e-tendering to receive further information on this matter

Question 5

Very often when the contract requires field visits (e.g. Border Inspection Post visit), it is not possible to find a four star hotel close and easily accessible in the neighbourhood. Is it possible, in those cases, to use a hotel that does not fulfil the requirements set in the tender specifications?

Answer

The tender specifications provide that the contractor must identify an appropriate, fully equipped venue in each location where the training sessions will be held, preferably in a place where all participants and speakers can be accommodated in an appropriate single room in the standard of a four star hotel or equivalent and access to WI-FI internet. These requirements are mandatory and the contractor must comply with them in preparing their offers. These requirements need to be taken into account when selecting the training location and the field visits or other specific visit requested in the tender specifications.

Question 6

The Call for Tenders Chafea/2018/BTSF/07 provides a list of countries that may be chosen as locations for the implementation of the training activities. How final is this list? How much it may change during the implementation of the project?

Answer

The tender specifications state on page 25: 'The following geographical regions are given for the purpose of the tender. The data provided in the table below are to be understood as an indicative plan which may be subject to changes in the final stage'. As clearly stated in the tender specifications, the list of countries provided is indicative and it serves the aim to provide an idea of the geographical regions to be covered. The specific countries may change due to a number of

reasons (geopolitical and others) but the geographical regions to be covered will remain the same during the implementation of the project, unless major force.

Question 7

Shall dissemination be addressed by the tenderer?

Answer

Yes as dissemination is an important aspect of trainings and relates to the methodology of the training courses, the dissemination questionnaire is to be sent and the train-the-trainer principle honoured. It would be good if contractors could already indicate the need for this in their invitation letters.

Question 8

The tender specifications provide that one training course should be video recorded. Is it sufficient if this video is just a recording of the session or should it be professionally edited?

Answer

As stated in the tender specifications, the contractor shall record one complete training session (without parts where participants are working in small groups or field visits where the contractor cannot obtain agreement for recording from business operators). The recording shall be done with a simple recording device capable to record sound and video in a quality which will permit Chafea to use these videos for further training needs. The technical details of the recording shall be agreed with Chafea. The recording shall cover at least the part where presentations are visible and clearly record the tutor's voice and possible questions and answers from the training group. It was also clarified that only one training session needed to be recorded, independently of how many different training courses are scheduled within one programme.

Question 9

The tender specifications require to provide a data protection plan in the offer. Will CHAFEA provide a template for such plan?

Answer

CHAFEA will not provide a template, the plan needs to be designed by the contractor. CHAFEA may provide some generic information on disclaimers to be used in the future implementation of training courses.

Question 10

How many tutors need to be included in the tutor team?

Answer

According to the tender specifications, the tutor team must be composed of at least 5 qualified and experienced tutors who shall come from a minimum of three different countries applying the "EU

acquis". This is a minimum requirement. The tutor team can be composed of more than 5 tutors. This may be particularly relevant in training programmes where different training courses are requested and more tutors are necessary to allow covering all aspects.

Contractors also asked about:

- Specific and technical content of the training courses and programs in particular in relation to call 5 and 6;
- Fulfilment of criteria by tutors coming from UK and tutors currently seconded to EU bodies;

However, as the questions were very technical and detailed and would require further investigation and the input of colleagues having specialised technical and legal knowledge, no specific answer was provided and it is suggested to submit the questions via e-tendering.