

Call for tenders' details

Title: Chafea/2020/BTSF/02

Start date: 20/05/2020

Time limit for receipt of tenders: 14/09/2020

Contracting authority: European Health and Digital Executive Agency (HaDEA)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	06/08/2020 10:20	06/08/2020 16:05	Big Blue Bottom & Zoom	According to the tender specifications "VC will be held within the BTSF Academy web conferencing application such as Big Blue Button or Zoom." Can you confirm that the Contracting Authority will provide the Contractor with access to applications such as Big Blue Button or Zoom through the website of the BTSF Academy? Thus, is it correct, that the Contractor is not covering any cost related to the licenses for such applications?	06/08/2020 The Contracting Authority will provide the Contractor with access to applications such as Big Blue Button or Zoom through the website of the BTSF Academy. The Contractor does not have to cover costs related to the licenses for such applications.

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#	Submission date	Publication date	Question subject	Question	Answer
2	06/08/2020 10:26	06/08/2020 16:07	Participants Quota	<p>The tender specifications state that in case trainings for the requested number of participants were not implemented “a proportionate deduction related to the number of trained participants will be made from the final payment” and that “This deduction will be made only if the difference in the number of trained participants exceeds 5% of the requested number of participants.”</p> <p>a) Could you clarify whether this quota is applied to the number of requested participants per event (F2F or VC) or to the total number of requested participants per project phase? b) We understand that a virtual classroom training, if requested by the Contracting Authority, replaces one F2F event. Given the above-mentioned quota is applied to the total number of requested participants, could you confirm that the number of requested participants per project phase is defined on the basis of the following logic: Assumption: Phase 1 has 9x F2F trainings and 1x VC training. Total number of requested participants: 9×30 participants = 270 participants + $1 \times 30 \times 2,5 = 75$</p>	<p>06/08/2020</p> <p>a) The number of participants to be trained refers to the total number of participants per phase of the contract.</p> <p>b) In case of exceptional circumstance which a diligent Contracting Authority could not foresee and on the request of the Contracting Authority, the contractor will have to provide training on line in the form of virtual classroom. The attendance should be between a minimum of 30 to a maximum of 50 participants (not more!) for each virtual classroom. The (total) participation rate of the virtual classroom trainings should equal 2.5 to 3 times that of the F2F requested minimum of participants for the whole programme.</p>

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				participants + 1 x 30 x 2,5 = 75 participants = 345 requested participants to be trained in phase 1 .	
3	06/08/2020 10:24	06/08/2020 16:08	Training Materials_Financial Form	We noted that in the update to the Financial offer form (Annex VI) a line for the Price of training material was added. Could you please clarify which costs specifically shall be covered under this line and are not to be included into the budget for F2F trainings? Is it correct to assume that this budget line covers all cost related to the development of training materials suitable for F2F trainings as well as to VC trainings?	06/08/2020 The tender specifications state that "For the purpose of on line training contractor will be able to use already developed material for the F2F training. Material for the training will have to be prepared to fit as much as possible into these two distinct way of trainings and will have to have two different time schedules. One for the F2F type of the training and another of the Virtual Classroom type of training." The budget line in the fancial offer form covers all cost related to the development of training materials suitable for F2F trainings as well as to VC trainings.
4	11/08/2020 12:56	12/08/2020 16:00	Tender Submission Form	The document "Tender Submission Form" has not been updated for the new call for proposals. Due to that, the mentioned document has the wrong submission deadline in page 2. Would you be able to upload an updated version of this document? Thanks a lot.	12/08/2020 Thank you for your message. The tender submission form has been replaced in eTendering to reflect the correct submission deadline.

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5	21/08/2020 10:14	25/08/2020 12:11	Virtual classrooms methodology	<p>the training should be composed of 4 full days of training sessions: does it means that the training should be implemented in a span of 4 days or we can also split it in 8 half days? According to our experience it is hardly feasible to implement a training online during an entire day. All the sessions of the online training must be on real-time? Or we can combine live and recorded sessions that the participants will follow individually within a given time-frame? The on-line sessions will be implemented through the BTSF academy web conferencing applications Zoom and BBB. Can we get access now in order to test them during the preparation of the technical offer?</p>	<p>25/08/2020 As stated in the tender specifications, the training course should be composed of four full days of training sessions (each plenary or break out rooms session lasting no more than 90 minutes)... The virtual classrooms will consist of balanced theoretical sessions organized as plenary sessions which will have to be further divided into smaller workshop sessions (such as break out rooms where each smaller group of participants will be accompanied by the tutors or facilitators). These activities, within break out rooms should consist of case studies, group exercises and shall foster collaboration and immersive work among the participants. The contractor shall use simple gamification technique such as icebreaker (or similar) to foster collaboration and engagement among participants. Each training day should consist of a lecture/presentation supported by case studies in the break out rooms. Training time shall follow the concept of online training and plenary or break out rooms sessions shall not last more than 90 minutes. Adequate break time shall be assigned to each training day and social tools could be used to assign participants in to particular break out</p>

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					participants in to particular break out room. Time should be reserved each day for questions/discussion sessions which should promote exchange of views and feedback from participants and shall be moderated/facilitated. The virtual classrooms may include (for example) in the first morning a plenary opening session where all participants have the chance to introduce themselves and become familiar with the VC application... (see tender specifications for full details). The BTSF Academy is accessible only to the registered users and Chafea Contractors. Access will be granted when contract will be signed. Zoom is a proprietary web conferencing application accessible online for everyone. BBB is open source application accessible to everyone.

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6	03/09/2020 10:49	08/09/2020 17:16	Question about the topics to be addressed in the workshops about the target groups.	Question about the topics to be addressed in the workshops (page 9 of the tender specifications): should we include all the topics into single workshop OR to have separate workshop for each one of the topics? It is not really clear. Question about the target groups: can you specify more detailed the knowledge level of the participants?	08/09/2020 The topics to be addressed in the workshops (page 9 of the tender specifications) should be included in each of the series of individual workshops. The tender specification in paragraph 1.4.2.2. Training structure and content directs the contractor to the position of the participants within the Competent Authorities and the tasks they undertake to provide a screening criteria for acceptable knowledge level to be considered by national contact points in nominating staff for this training: "The training is addressed preferably to senior staff from the beneficiary countries, responsible for the planning, conduct, analysis and reporting of plant health surveys."

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