



EUROPEAN COMMISSION  
Directorate-General for Education and Culture

Youth and sport; Erasmus+  
**Sport; Erasmus+**

Brussels, 02/09/2014  
EAC/19/2014

### ADDITIONAL INFORMATION

**Subject: Public Contract No EAC/19/2014: Invitation to tender for a study on the implementation of the EU Physical Activity Guidelines**

The following replies to questions received by the Commission from organisations potentially interested in submitting bids pursuant to the above mentioned invitation to tender are hereby drawn to the attention of all potential Tenderers.

The document may be further updated later in response to any further questions.

Several QUESTIONS received by the Commission were about providing documents for the call for tender. The ANSWER was that the tender documents can be found on the following internet address: [http://ec.europa.eu/sport/calls/2014/physical-activity-guidelines\\_en.htm](http://ec.europa.eu/sport/calls/2014/physical-activity-guidelines_en.htm).

#### QUESTION

What is the maximum amount of the contract?

#### ANSWER

As indicated in point II.2.1 of the contract notice, the estimated value of the contract is EUR 200,000 excluding VAT.

QUESTIONS (with ANSWERS inserted in text as underlined):

In the relation to 'developing training material and training modules for national focal points' (page 13 of the ToR), we would like to ask the following:

- Will the successful contractor be expected to deliver the training themselves or will they develop the materials and modules for the national focus points to deliver? As indicated in the tender specifications, the tenderer will develop training material and training modules for national focal points. The tender specifications do not require delivering training. Suggestions as to how such trainings can best be delivered in the short term will be welcome. The training material and training modules should help and enable the FP to comply with the requirements in the 2013 Council Recommendation on HEPA.

If the former, will the sessions specify a set number of national focal points per session (i.e. 10 per session) and how many sessions are envisaged in total? Please see above.

- In relation to content, will the focus be on:
  - the actual implementation of the guidelines carried out so far,
  - the sharing of good practices of successful implementation, or
  - Content similar to the multiple work packages as developed under the joint project between WHO and the EC entitled “Monitoring progress on improving nutrition and physical activity and preventing obesity in the EU”? As indicated in the tender specifications, the training material must be developed in line with the information collected as indicated in section 3 of the tender specifications "Technical Specifications". The content relates to the implementation of GL listed in the 2013 Council Recommendation on HEPA.

## QUESTIONS:

1. Specifications, page 7: “The tenderer must prove experience and knowledge in the field of sport and physical activity throughout Europe, including implemented projects, studies, academic research etc., with at least two projects carried out in this field in the last three years by providing relevant copies.”

Question: Copies of what do you require? The tenderer should include information about relevant projects by providing meaningful copies of projects related documents, such as summaries, reports, descriptions, etc.

2. Specifications, page 9: “Develop training material and training modules for national focal points”

Question A: Is a list of national focal points for HEPA already available and can you provide this to us in this stage? The selected tenderer will receive the list of appointed national focal points. These can be considered the designated correspondants referred to on page 13 of the tender specifications.

Question B: It is unclear from the tender specifications or the documents it refers to, what the objective and content of the training material & modules for focal points are. Can you please clarify?

The 2013 Council Recommendation on HEPA invites the Commission "to promote the establishment and functioning of the HEPA monitoring framework, in line with indicators listed in the Annex, (...) by providing targeted support for capacity building and training to national HEPA focal points, including with a view to the data collection process." By developing training material and modules, which should built on the results from the information collection and mapping exercise, the study outcomes should enable focal points to comply with the requirements in the Recommendation, i.e. to make data and information available for the monitoring framework.

Question C: It is clear that the data on part of the indicators are already available [in the NOPA database] and that the focus of the service contract should be on indicators that are less complete. It is not clear, however, whether data collection for this contract is restricted to the list displayed on page 12 of the specifications or whether all indicators are, in principle,

included. Can you please clarify? Data and information must be related to the list of indicators included in the tender specifications, but can be widened to other indicators listed to the Annex of the Recommendation, as considered necessary and according to a specific country's need.

3. Specifications, page 14: “Final progress report shall include: - the minutes of the workshops”

Question: There is no reference to organization of workshops in the specifications. They don't seem to be part of the service to be delivered. Can you please clarify? In the framework of the tender specifications, the "workshops" are intended to be the "main operational meetings" of the team delivering the service. It can be discussed and agreed with the successful tenderer whether another form of meeting would be preferable.

4. Time schedule: It is clear that this service has to be conducted in close collaboration with the WHO Euro office in charge of NOPA. (...) Do you consider to extend the deadline? The deadline will not be extended, but we can help the successful tenderer to establish relevant contacts with the WHO.