



**QUESTIONS & ANSWERS (Q & A)**  
**– GENERAL QUESTIONS**  
**RELATING TO CALLS FOR TENDER N° EAHC/2010/Health/03**

**Last update: 10/05/2010**

**Q & A No. 1 - posted on 27/04/2010**

**Q:** We are contacting you in order to request you some clarifications on the following matters regarding the call for tender “Training transplant donor coordinators trainers”:

1. Concerning subcontracting: are also considered “subcontractors” the external collaboration of teachers, as individuals? Is there any limit on what should be considered as subcontracting, in terms of amounts??
2. Concerning travel and subsistence:
  - a) If we understood correctly the travel and subsistence of the participants to the face-to face training course should be covered by the contract (by the contractor). But we have a doubt concerning the ones related to the trips to Luxemburg as part of the coordination with the EC, do these ones should be also covered by the contractor?
  - b) In the financial offer form, in the part C, the travel and subsistence costs concerning the meetings in Luxemburg should be indicated, but what exactly means the item: “Other destinations/project work (to be specified)”. Do the travels of training participants should be included here?
  - c) What does the statement of reimbursable expenses (travel and subsistence allowances) should include? Only the travels concerning Luxemburg meetings or also the ones related to participants to the training??

We would appreciate so much if you could give us an answer on these issues, as reading the tender specifications and all the annexes we are not sure of the answers.

Thanking you in advance for your interest and help on this matters,

**A:**

1. Subcontracting: natural persons (i.e. individuals) as well as organizations, institutions or companies can be subcontracted. There is no limit to the amount that can be subcontracted, but please indicate the percentage per subcontractor under point 1.3 in the tender submission form (Annex 1).

2. Travel and subsistence:

a) Yes, please refer to point 3 WP2 of the tender specifications: explains that "All costs for the training, travel, food and board subsistence, including the contracting of external tutors and trainers shall be covered by the contractors and included in the offer." Then concerning the meetings in Luxemburg, point 6 of tender specifications explains that "The presentation or any other documents should be sent to EAHC/DG SANCO at least 5 working days before the meeting. Minimum attendance includes the team leader and two team members." The costs of travel to Luxemburg have to be included in the offer as well.

b) Yes, the cost of travel for participants need to be listed under "C" in the financial offer. The destinations can be added as "other destinations".

c) It should include both.

For more information on reimbursement of cost, please also refer to the provisions in the draft contract (Annex V), Article I.3.3 and Article II.7.

**Q & A No. 2 - posted on 05/05/2010**

**Q:** I have a question with regard to WP 1: with a duration of 5 months only of this WP, and provided we aim at internet based modules such as an e-learning module for each of the 5 topics, do you expect the contractor to have these modules fully developed already by month 5, or would a full documentation of the content be sufficient as deliverable of WP1?

**A:** The modules have to be fully developed. A full content documentation should be provided, but is not sufficient. The e-learning module does not have to be very exhaustive, but can include e.g. a computer based simulation game, for the trainees to complete before the face-to-face meeting.

**Q & A No. 3 - posted on 10/05/2010**

**Q:** I would appreciate if you could provide the following clarifications regarding items found in the technical proposal.

a. The technical proposal states that 1-3 participants per member state will be trained. Does this include candidate members and EEA states? Is it up to the contractor to propose the total number of trainees as part of the budget, and how does this affect the evaluation criteria, i.e. do more trainees trained = higher evaluation

b. In terms of the identification of 3-5 candidates per member state, what is the role of DG SANCO / EAHC in supporting the identification. Do the contacts in the member states need to come from the side of the contractor, or will the contractor identify the candidates based on initial contacts (e.g. of appropriate regional/national authorities), based on a list from DG SANCO/EAHC.

c. The technical proposal states that all course material will be property of EAHC at the end of

the project. How does this effect the rules on licensing of background IP brought into the project by the coordinator?

**A:**

a. No, candidate countries and EEA countries are not included in this tender. The contractor will propose 3-5 training candidate per country. DG SANCO and EAHC will make the selection of 1-3 persons to be trained from this suggestion. The number of person to be trained is not related to the points that can be obtained.

b. The contractor should identify the appropriate national authorities and contact them for the nomination of 3-5 candidates. As above, DG SANCO/EAHC will make the selection.

c. After the contract ends the European Commission/EAHC must be able to use the course material without having to pay additional royalty fees.

**Updates/other clarifications:**

1. The draft contract (Annex V) was up-dated.