

**Support to Food Safety, Veterinary, and Phytosanitary Standards, Albania  
(Contract: 2018/403-625)**

## **CLARIFICATIONS No. 1**

### **TO GUIDELINES FOR SURVEY TERMS OF REFERENCE**

External Actions of the European Union – 2018/403-625. ‘Support to food safety, veterinary and phytosanitary standards’ - The Food Safety Project

c/o CBS, 4th Floor, Rr. Mustafa Matohiti, Nr 4, Kati III, Tirana, Albania

Date: 20. March. 2019

**Re: Knowledge, Attitude and Awareness Surveys**

**Subject: Extension of the deadline and Frequently Asked Questions**

1. Please be informed that to ensure all tenderers have a fair opportunity to respond to our call, the project team has decided to modify section 1.2 ‘Submission’, from March 25, 2019 to **March 29, 17.00 hrs local time** – Albania. This extension period does not affect any other section or requirement of Terms of Reference.

#### **2. Frequently Asked Questions (FAQ)**

<b>Q1:</b>	How much budget does CBS has in its possession for the implementation of this activity?
<b>A1:</b>	The maximum budget available for the assignment is EURO 36,000. VAT is not eligible under this grant agreement.
<b>Q2:</b>	What is the sample size required for each survey, which would allow the tenders to estimate the cost of the implementation of the activity?
<b>A2:</b>	The sample size will be influenced by the budget available, which has now been disclosed, as well as the survey methodology adopted. Tenderers are invited to explain the basis on which they have selected the sample size in terms of both qualitative and quantitative terms.
<b>Q3:</b>	Are the three surveys supposed to be ‘Attitude and Awareness surveys’ with same objectives, topics and questionnaire?
<b>A3:</b>	Overall – yes. The surveys are to track changes in attitudes and awareness level over a period of time amongst the different target groups. The core questionnaire will be the same. Some additional questions may be added in the light of experience.
<b>Q4:</b>	Do we need to submit in the Proposal the Economic & Financial and Professional Capacity all the necessary certificates and supporting documents (e.g. CVs, turnover, experience in previous assignments etc.) or could that be completed on a later stage?

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<b>A4:</b>	As per the ToR, we need sufficient information on your company to confirm adequate economic and financial capacity. This should include a copy of your business registration certificate, confirmation that tax affairs are in order and turnover over past three years. For professional capacity, we need a profile of the company including named staff members and their profiles to be involved in assignment. Companies should provide adequate information to allow the Evaluation Committee to establish a fair understanding of competence and experience of the company. The Evaluation Committee reserves the right to request additional supporting documentation, if deemed necessary to make a fair decision and validate claims.
<b>Q5:</b>	Shall we address each and every survey to the three target groups?
<b>A5:</b>	We need the three target groups surveyed with appropriate questions.
<b>Q6:</b>	Required verbal presentation to CBS team and key stakeholders. Is this a usual business meeting or shall we plan a presentation public venue with agenda and guests?
<b>A6:</b>	A normal business meeting to brief CBS team and key stakeholders.
<b>Q7:</b>	Copies of questionnaires are required. Do you refer to all completed questionnaires?
<b>A7:</b>	No - copies of completed questionnaires are not required – but should be available for inspection in case of queries. In addition, a comprehensive excel document will be needed for each survey, generated from the statistical system with all the questionnaires data inputted.
<b>Q8:</b>	The detailed budget per survey is again a free format, means the agency defines the milestones or breakdowns?
<b>A8:</b>	Yes
<b>Q9:</b>	Turnover figures for past 3-years, please advise whether we should submit the balance sheet of the past 3 years or just the figures
<b>A9:</b>	You may submit one of the following documents (i) Confirmation from Tax Directorate for turnover figures for last 3-years (ii) Financial Statements declared (iii) An internal confirmation/document signed and stamped by Executive Director in a letterhead paper (iv) Just turnover figures of the past 3 years.