

## Call for tenders' details

Title: Algorithmic awareness building - SMART 2017/0055.

Start date: 15/07/2017

Time limit for receipt of tenders: 18/09/2017

Contracting authority: European Commission, DG for Communications Networks, Content and Technology (CONNECT)

Status: Closed

## Call for tenders question list

| # | Submission date     | Publication date    | Question subject | Question  | Answer  |
|---|---------------------|---------------------|------------------|---|---|
| 1 | 17/07/2017<br>17:18 | 18/07/2017<br>10:29 | Team of experts  | Does the tender require a team of experts? Can experts from outside of EU apply? Can experts from outside of EU be members of the team? | <b>18/07/2017</b><br>For details please refer to Part 2: Administrative Details of Tender Specifications. Point 1: Participation to the procedure, explains who can take part in the procurement procedure. Experts can be from outside EU. Point 2: Administrative requirements, explains how the tender could be submitted. This is the decision of the tenderer with whom to submit a tender (single tenderer, with partners, with subcontracting, or with external experts) |

## Call for tenders questions summary

| # | Submission date     | Publication date    | Question subject               | Question  | Answer  |
|---|---------------------|---------------------|--------------------------------|---|---|
| 2 | 17/08/2017<br>18:09 | 21/08/2017<br>08:18 | Case study                     | Dear DG CNECT, on page 15 of the tender specification, you mention that the case study should be no more than 3,000 characters. Could you please confirm you indeed mean characters and not words?  | <b>21/08/2017</b><br>The Tender Specifications correctly request a length of 3000 characters (roughly one A4 page) for the case study. The case study is expected to be succinct but to address all the elements requested in the Tender Specifications Part 1, p.15. An interval of roughly +/- 1000 characters would not be penalised in the evaluation of the tender.<br>Tenderers are also reminded that the overall length of the technical offer must not be longer than 30 pages A4, as requested in the Tender Specifications, Part 2, section 4.2. |
| 3 | 17/08/2017<br>18:10 | 21/08/2017<br>08:19 | Definition of online platforms | Footnote 36 of the tender specification document states that online platforms "are to be understood here in a broad definition. While the multi-sided markets are not the exclusive scope of the study, their nature and particularities need to be accounted for." Can you please clarify whether the Commission is interested or wants the study to focus on any specific type of platform? | <b>21/08/2017</b><br>The Commission will not pre-empt the focus on specific types of online platforms at this stage of the tendering procedure but expects the desk research and the initial stages of the policy design process to help narrow down the focus.   |

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| 4 | 01/09/2017<br>16:55 | 04/09/2017<br>16:31 | Clarification    | <p>We will include speakers' fees that will be added as a lump sum in our budget as it is not yet possible to confirm attendance and participation for sure of speakers without firm dates for the conferences.</p> <p>We are assuming that no documents or forms are required for them and we will add a lump sum in our budget for them. Is this correct?</p>  | <p><b>04/09/2017</b></p> <p>We confirm that no forms or additional documents are required at this stage. An estimate sum for reimbursements or payment of experts and speakers should be included in the proposed budget. Ideally, the methodology would describe rough estimates for the number and types of experts the budget would be directed to.</p> |
| 5 | 01/09/2017<br>16:50 | 04/09/2017<br>16:32 | Clarification    | <p>We are considering a type of survey with research subjects as part of the tender.</p> <p>In order to get enough response and engagement, we want to give them a monetary incentive for their participation (ie. a payment of 500 euros for each participant or a payment through vouchers). As we can't identify yet the participants, we are assuming that no documents or forms are required for them and will just add a lump sum in our budget. Is this acceptable?</p> | <p><b>04/09/2017</b></p> <p>We confirm that no forms or additional documents are required at this stage. An estimate sum for reimbursements or payment of experts and speakers should be included in the proposed budget. Ideally, the methodology would describe rough estimates for the number and types of experts the budget would be directed to.</p> |

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| 6 | 12/09/2017<br>17:58 | 13/09/2017<br>10:11 | Price list       | Does the SMART 2017/0055 Tender has a specific price list defined (i.e. maximum daily rates for personnel fees per level)?   | <b>13/09/2017</b><br>No, there is no maximum price for experts in the Tender Specifications. As specified under Section 4.3 Financial section of the Tender Specifications, "the price must fall within the scope of these tender specifications and be broken down into unit prices and quantities per each of the following categories:<br>(a) Professional fees. The daily rates and total number of person-day for each member of staff working on the contract must be specified." |
| 7 | 13/09/2017<br>16:22 | 13/09/2017<br>16:37 | Page limit       | Section 4.2 of the Tender Specifications outlines that ' The technical offer must not exceed 30 pages'. Are we correct in assuming that annexes to the technical offer are not counted as part of this page limit? Thank you | <b>13/09/2017</b><br>Your assumption is correct. Annexes are not to be counted in the total number of pages of the technical offer.   |

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| 8 | 15/09/2017<br>13:20 | 15/09/2017<br>15:49 | Presentation requirements of the tender. | If only two inner envelopes are asked for -one titled Technical and the other Financial - where does the Administrative part of the tender go? In a third envelope separately? And do we need to send two copies of all 3 parts - administrative, financial and technical? For digital version, do we need separate USB units for each part (1 for Technical-1 for Administrative-1 for Financial) or we put everything on 1 USB unit together? Thank you | <b>15/09/2017</b><br>As mentioned in the Invitation to Tender, "the inner envelope must [also] contain two closed envelopes, one containing the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial")." The administrative part is to be placed inside one the two sealed envelopes, usually with the technical tender, or can be integrated in the Technical Tender. There should not be three separate envelopes inside the inner envelope.<br>Two copies of all three parts, administrative, financial and technical and 1 USB stick containing all three parts are required. |

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