

## Call for tenders' details

Title: Framework Contract for the Establishment of an ESF+ Support Centre

Start date: 01/08/2022

Time limit for receipt of tenders: 07/09/2022

Contracting authority: European Commission, DG Employment, Social Affairs and Inclusion (EMPL)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	02/08/2022 17:10	03/08/2022 09:49	Page limits	Would you mind confirming the page limits as set out on page 26/27 of the specifications under Award Criterion. The hypothetical examples shall follow a free format and shall be limited to a number of 2 pages for each example. Please also confirm whether that means criterion 3.Organisation of the Work and 4 Quality Assurance do not have a page limit? thank you	<b>03/08/2022</b> [TEDREMOVED], Thank you very much for your questions. We confirm that award criteria 1 and 2 will be evaluated on the basis of assignments (which shall follow a free format and shall be limited to a number of 2 pages for each example), while criteria 3 and 4 do not have a set page limit. Best regards, ESF+ Support Centre EC team

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	02/08/2022 11:40	04/08/2022 11:53	Clarification Lot 2	For what concerns Lot 2, shall the technical offer only include the outline of the two services mentioned at pp. 28-29 of the Administrative specifications (i.e., A targeted capacity building for further simplification of the ESF+ in a selected group of Member States; An action learning set with the goal of increasing result-orientation in ESF+) or shall it provide a detailed description of the proposed approach for carrying out all tasks mentioned at pp. 15-20 of the technical specifications? Thank you	<b>04/08/2022</b> Good morning and thank you very much for your question. We confirm that award criteria 1 and 2 will be evaluated on the basis of the two assignments while criteria 3 and 4 will evaluate the organisation of the work and the quality assurance based on the technical offer, which should include a description of the proposed approach for carrying out all the tasks related to lot 2. Best regards, ESF+ Support Centre EC team
3	04/08/2022 10:27	08/08/2022 09:33	Request regarding anonymity	For anonymity reasons would you mind removing my name from your response to my questions regarding page limits please? thank you	<b>08/08/2022</b> Sorry for that. Your name has now been removed. Best regards, ESF+ Support Centre EC team

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#	Submission date	Publication date	Question subject	Question	Answer
4	04/08/2022 12:54	08/08/2022 09:42	Lot2	Lot2 – the Financial Model in Annex 6 shall be completed and uploaded in eSubmission. This document has several sections, could you specify which value of the Annex 6 must be encoded in the field “Total amount” in eSubmission? Lot 2-Evidence for criterion T9 states also “A list of projects meeting the minimum level of capacity. The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. In case of projects still on-going only the portion completed during the reference period will be taken into consideration. “. Since this criterion applies to single experts, a list of projects (title, client, period) in the Curriculum Vitae could be sufficient as evidence?	<b>08/08/2022</b> Good morning and thank you very much for your question. The value making up the "Total amount" refers to the sum of all total prices per service in table 2. "Price quote table (average price for all tasks for one year)". As for the evidence for criterion T9, the list of projects should also include the total project amount and scope, role and amount invoiced. Best regards, ESF+ Support Centre EC team
5	04/08/2022 14:04	08/08/2022 09:50	Tender specifications, part 1, page 26	Could you please confirm to which exact element from Annex 6 "financial offer form", the phrase "total price of the tender, covering all requirements" refers ?	<b>08/08/2022</b> Question4

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#	Submission date	Publication date	Question subject	Question	Answer
6	04/08/2022 14:07	08/08/2022 09:51	Annex 6 financial offer form	Could you please confirm that the sum of the prices to be inserted per service in the table "price quote table (price for all tasks in one year) " will be the total price of the tender considered for evaluation ?	<b>08/08/2022</b> Question4
7	04/08/2022 14:10	08/08/2022 10:00	Annex 6 financial offer form	Could you please clarify the relevance of "unit costs " and "surcharges" for total price of the tender considered for evaluation ?	<b>08/08/2022</b> Good morning and thank you very much for your question. Indications of total price per service exclude surcharges, as the suggested estimated number of assignments per year does not mention number of participants and/ or provision in another language other than English. Only unit costs are therefore relevant in the calculations. Best regards, ESF+ Support Centre EC team
8	04/08/2022 14:12	12/08/2022 11:38	Annex 6 unit costs and surcharges	Could you please clarify if in case of award those will be fixed or maximum rates for the duration of the contract ?	<b>12/08/2022</b> Good morning and thank you very much for your question. We confirm that the unit costs and surcharges will be fixed for the duration of the contract. Best regards, ESF+ Support Centre EC team

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#	Submission date	Publication date	Question subject	Question	Answer
9	11/08/2022 15:52	12/08/2022 12:00	Extension of submission deadline	Dear, may we kindly ask for an extension given the current limited work resources that follow the holiday season are restricting the possibility of forming consortiums and reaching the required experts. Thank you for your consideration and wishing a good remainder of the week. Best wishes	<b>12/08/2022</b> Good morning and thank you very much for your question. However we regret to inform you that we decided not to extend the submission deadline for now. Best regards, ESF+ Support Centre EC team
10	05/08/2022 14:30	22/08/2022 21:55	Lot 1: Assignment 1 & 2	The tender specifications mention that "The contractor will subcontract a thematic expert to write a report on the action learning set". Can you confirm that such an expert can also be provided by the tenderer?	<b>22/08/2022</b> Thank you for your question. Please note that this is just a hypothetical example for the assignment and that tenderers should follow the indicated instructions. Best regards, the ESF+ Support Centre EC team.

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#	Submission date	Publication date	Question subject	Question	Answer
11	05/08/2022 14:54	22/08/2022 22:24	Lot 1: Financial offer clarifications	<p>In order to develop the financial offer for Lot 1, could you please provide the following clarifications: - Pillars 1, 2 and 3 never mention that the contractor has to organise and cover the costs of meals (catering services/restaurants) and local transport or to include a per diem to participants. Can you confirm that the contractor is only expected to organise and cover travel and accommodation costs when specified? The tender specifications only mention the costs of 'catering services' in assignment 2, page 28 of the administrative specifications. - Can you indicate how many (or a range of) thematic experts the contractor is expected to involve in each activity? - Pillar 1, Targeted capacity building and tailored training: Is the contractor expected to organise and cover the costs of travel, accommodation, meals and local transport? If so, how many participants are foreseen? - Pillar 2, Action learning sets, study visits and meetings: The contractor is requested to organise and cover travel costs for public authorities and travel and accommodation costs for social</p>	<p><b>22/08/2022</b> Thank you very much for your questions. Please find below the answers: 1. We confirm the tenderer is only expected to organise and cover travel and accommodation costs when specified. 2. This will depend on the specific contract and the requested workload. 3. This will depend on the specific contract and the requested workload. The number of participants could range between 10-20. Please note that this number does not necessarily reflect the actual number of participants during the implementation period. 4. At this point this information is unknown and will be specified in each specific contract. 5. This will depend on the specific contract and the requested workload. The number of participants could range between 20-200. Please note that this number does not necessarily reflect the actual number of participants during the implementation period. 6. We confirm the contractor is not requested to organise and cover the costs of travel, accommodation, meals and venue of the CoP meetings. 7. This will depend on the specific contract. Participants could range between 10-30. Please note that this number does not necessarily reflect the actual number of participants during the implementation</p>

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#	Submission date	Publication date	Question subject	Question	Answer
				<p>accommodation costs for social partners and other stakeholders. Can you please specify the estimated percentage of representatives of public authorities and that of social partners and stakeholders? - Pillar 2, Meetings: Can you please indicate the average expected number of participants per meeting? - Pillar 2, CoP on Partnership: Can you confirm that the contractor is not requested to organise and cover the costs of travel, accommodation, meals and venue of the CoP meetings? - Pillar 3, Learning visits and expert visits: Can you confirm that the contractor is requested to organise travel for public authorities, as well as travel and accommodation for stakeholders, but not to cover the related costs? If the contractor is requested to cover these costs, can you indicate the number of participants and the share between the two categories?</p>	<p>participants during the implementation period. Best regards, ESF+ Support Centre EC team</p>

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#	Submission date	Publication date	Question subject	Question	Answer
12	10/08/2022 12:45	22/08/2022 22:26	Lot 1, Criterion T5	Concerning criterion T5, footnote 8 specifies that non permanent experts include both EU level civil society organisations who are specialists on a topic and/or individuals. - Can an EU civil society organisation whose members are ESF funds beneficiaries and/or are planning to/have started to access ESF+ funds, participate in an offer as a non-permanent expert, or would this be considered a conflict of interest?	<b>22/08/2022</b> Thank you for your question. In the context of this specific tender, we consider that it does not result in conflicting interests. Nevertheless, in line with chapter 3.2.3 of the Administrative Specifications, please keep in mind that the involved entities must not be subject to conflicting interests which may negatively affect the contract performance (during its full implementation period). As such, during contract implementation: 1) the expert(s) must clearly refer to the EU civil society organisation that normally employs her / him, and 2) the EU civil society organisation that employs her / him must not charge the main contractor for their expert costs, and claim funding from ESF+ for the salary of the expert for the very same days / period (to avoid double-funding).



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#	Submission date	Publication date	Question subject	Question	Answer
13	10/08/2022 12:47	22/08/2022 22:28	Lot 1, Criterion T5	Concerning criterion T5, footnote 8 specifies that non permanent experts include both EU level civil society organisations who are specialists on a topic and/or individuals: - Can EU civil society organisations that are funded by an operational grant of the European Commission and in addition to the operational grant, have received funding to organise capacity building actions on the use of EU funding including ESF+ (namely to set up and EU helpdesk on social services, but also similar calls), towards their members, Managing authorities and other stakeholders, be included in a bid as non-permanent experts, or would this be considered a situation of conflict of interest and/or double funding?	<b>22/08/2022</b> Thank you very much for your question. In the context of this specific tender, we consider that it does not result in conflicting interests. Nevertheless, in line with chapter 3.2.3 of the Administrative Specifications, please keep in mind that the involved entities must not be subject to conflicting interests which may negatively affect the contract performance (during its full implementation period). As such, during contract implementation: 1) the expert(s) must clearly refer to the EU civil society organisation that normally employs her / him, and 2) the EU civil society organisation that employs her / him must not charge the main contractor for their expert costs, and claim funding from ESF+ for the salary of the expert for the very same days / period (to avoid double-funding). Best regards, ESF+ Support Centre EC team

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#	Submission date	Publication date	Question subject	Question	Answer
14	10/08/2022 12:49	22/08/2022 22:30	Lot 1, Criterion T5	Concerning criterion T5, footnote 8 specifies that non permanent experts include both EU level civil society organisations who are specialists on a topic and/or individuals: - Can a statutory civil servant of a Managing Authority be considered as a non-permanent expert, provided that he/she has the agreement of the Managing Authority and provides his/her expertise outside working hours, or would this be considered a situation of conflict of interest?	<b>22/08/2022</b> Thank you very much for your question. In the context of this specific tender, we consider that it does not result in conflicting interests. However the Managing Authority's legal representative must provide her / his approval for the expert's work outside working hours (signed and dated approval must be attached as annex to the tender), and during contract implementation the expert must clearly refer to the Managing Authority that normally employs her / him, when being presented to the participants. Best regards, ESF+ Support Centre EC team
15	11/08/2022 13:07	22/08/2022 22:31	Conflict of interest	Could you please inform us if it may be construed as a conflict of interest when a partner organisation of a bidding consortium is currently involved in a Community of Practice? Thank you.	<b>22/08/2022</b> Thank you for your question. In the context of this specific tender, we consider that a priori we do not see conflicting interests; but without knowing all the necessary details of the entities and their work in the Community of Practice, we can't provide a decisive answer to this question before the evaluation of the tender that should, in detail, describe the involvement of this partner in the CoP (tasks, compensation etc.). Best regards, ESF+ Support Centre EC team

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#	Submission date	Publication date	Question subject	Question	Answer
16	19/08/2022 16:17	22/08/2022 22:33	LOT 1: unanswered questions	<p>On 10/08, we submitted 3 questions (below). We received notification from eTendering that the questions were submitted. However, our questions have not been answered yet. Receiving an answer is crucial for us to develop a good proposal. Would you be so kind as to respond as soon as possible? As the deadline is approaching (and our question remained unanswered for 7 working days), could you consider extending the deadline by one or two weeks? Lot 1: 1/ Concerning criterion T5, footnote 8 specifies that non permanent experts include both EU level civil society organisations who are specialists on a topic and/or individuals. - Can an EU civil society organisation whose members are ESF funds beneficiaries and/or are planning to/have started to access ESF+ funds, participate in an offer as a non-permanent expert, or is this considered a conflict of interest? 2/ Concerning criterion T5, footnote 8 specifies that non permanent experts include both EU level civil society organisations who are specialists on a topic and/or</p>	<p><b>22/08/2022</b> Thank you very much for your message and apologies for the delayed replies to your questions to which we now provided an answer. Best regards, ESF+ Support Centre EC team.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
				<p>specialists on a topic and/or individuals: - Can EU civil society organisations that are funded by an operational grant of the European Commission and in addition to the operational grant, have received funding to organise capacity building actions on the use of EU funding including ESF+ (namely to set up and EU helpdesk on social services, but also similar calls), towards their members, Managing authorities and other stakeholders, be included in a bid as non-permanent experts, or would this be considered a situation of conflict of interest and/or double funding? 3/Criterion T5, footnote 8 specifies that non permanent experts include both EU level civil society organisations who are specialists on a topic and/or individuals: - Can a statutory civil servant of a Managing Authority be considered as a non-permanent expert, provided that (s)he has the agreement of the MA and provides his/her expertise outside working hours, or is this considered a situation of conflict of interest?</p>	

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#	Submission date	Publication date	Question subject	Question	Answer
17	19/08/2022 16:16	22/08/2022 22:34	Unanswered questions Lot 1	<p>On 05/08/2022, we submitted 2 questions (copied below). We received notification from eTendering that the questions were submitted. However, our questions have not been answered yet. Receiving an answer is crucial for us to develop a good proposal. Would you be so kind as to respond as soon as possible? As the deadline is approaching (and our question remained unanswered for 10 working days), could you consider extending the deadline by one or two weeks?</p> <p>Lot 1: 1/Assignments 1 &amp; 2: The tender specifications mention that "The contractor will subcontract a thematic expert to write a report on the action learning set". Can you confirm that such an expert can also be provided by the tenderer?</p>	<p><b>22/08/2022</b> Thank you very much for your message and apologies for the delayed replies to your questions to which we now provided an answer. Best regards, ESF+ Support Centre EC team.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
18	19/08/2022 16:16	22/08/2022 22:35	Unanswered question Lot 1	<p>On 05/08, we submitted 2 questions (copied below). We received notification from eTendering that the questions were submitted. However, our questions have not been answered yet. Receiving an answer is crucial for us to develop a good proposal. Would you be so kind as to respond ASAP? As the deadline is approaching (and our question remained unanswered for 10 working days), could you consider extending the deadline? Lot1: Financial offer: - Pillars1,2,3 never mention that the contractor has to organise and cover the costs of meals, local transport or per diem for participants. Can you confirm that the contractor is only expected to organise and cover travel, accommodation costs when specified? The tender specs. only mention the costs of 'catering services' in assignment 2, p.28 in administrative specs. - Can you indicate how many/or a range thematic experts expected to be involve in each activity? -Pillar1, Targeted CB, training: Is the contractor expected to organise and cover travel, accommodation, meals, local transport? If so, how many participants? - Pillar2, Action</p>	<p><b>22/08/2022</b> Thank you very much for your message and apologies for the delayed replies to your questions to which we now provided an answer. Best regards, ESF+ Support Centre EC team.</p>

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				<p>participants? - Pillar2, Action learning sets, study visits, meetings: The contractor is requested to organise and cover travel costs for public authorities, travel &amp; accommodation costs for social partners and other stakeholders. Can you specify the estimated % of public authorities, social partners, stakeholders? - Pillar2, Meetings: Can you please indicate the average expected number of participants per meeting? - Pillar2, CoP on Partnership: Can you confirm that the contractor is not requested to organise and cover the costs of travel, accommodation, meals, venue of the CoP meetings? - Pillar3, Learning visits, expert visits: Can you confirm that the contractor is requested to organise travel for public authorities, travel, accommodation for stakeholders, but not to cover the related costs? If the contractor is requested to cover these costs, please indicate the no. of participants and the share between the 2 categories?</p>	

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#	Submission date	Publication date	Question subject	Question	Answer
19	25/08/2022 18:05	30/08/2022 09:23	Lot 2- Criterion T9	For criterion T9, the section 'Minimum level of capacity' states: "At least one member of the team with at least seven years of relevant experience in the mentioned fields. Other Category I and II experts need to have at least three years of relevant experience in the mentioned fields. Then, the section 'Basis of assessment' of the same criterion T9 states: "This criterion applies to at least one member of the team and all Category I and II experts as defined in the price schedule (annex 6), respectively." Please confirm that the "relevant experience in the mentioned fields" only applies to Category I and II experts covering criterion T9, and not to experts covering criteria T10 to T12.	<b>30/08/2022</b> Good morning and thank you for your question. We confirm that the "relevant experience in the mentioned fields" only applies to Category I and II experts covering criterion T9. Best regards, the ESF+ Support Centre EC team
20	25/08/2022 14:24	30/08/2022 09:32	Lot 1, Financial offer	We note that in Financial Offer, "3. Price quote table", there is nothing related to the management of a Community of Practice. Shouldn't this be reflected somehow, since the price quote table is meant to be an approximate price for all tasks for one year?	<b>30/08/2022</b> Good morning and thank you for your question. The purpose of the price quote table is to compare the offers given an estimated number of services, which then can be included in a specific contract for a Community of Practice during the implementation period. Best regards, the ESF+ Support Centre



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#	Submission date	Publication date	Question subject	Question	Answer
21	19/08/2022 16:52	30/08/2022 12:25	Pricing	<p>Firstly, could you please clarify whether the unit cost for tailored trainings (as an example) provided by Expert Category X should include ONLY the unit cost of the expert (per half day) or the cost of all services provided by the contractor for tailored trainings (e.g. consult expert(s) on most appropriate tailored training format; assist expert(s) in preparing the tailored training (structure, agenda, content, training material, teaching methods etc.); assist with requesting organisation in follow-up after the training; prepare deliverable (such as a report or similar) on the tailored training; share event material on the tailored training on website)? Secondly, and linked to the above question, could you please provide an example of how the total price per service is connected with the unit costs presented in section 1? For example, should the total price for tailored training be calculated as follows –</p> <ul style="list-style-type: none"> <li>i) 5 tailored trainings multiplied with the unit cost for Expert Category II multiplied with 6 (6 half day trainings equals 3 days); or</li> <li>ii) 5 tailored trainings multiplied with the unit cost for Expert Category II multiplied with 6 (6 half</li> </ul>	<p><b>30/08/2022</b> Good morning and thank you very much for your questions. On the first question, the tenderer is e.g. required to provide the unit cost per training half day provided by expert X entailing all the activities linked to the service provided by the tenderer. On the second question, the price should include all additional costs relating to the services provided by the contractor. On the third question, communication activities will mainly relate to the production of communication material after the activity and communication activities around events. However, the specific requested activities will depend on the specific contracts. Best regards, the ESF+ Support Centre EC team</p>

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#	Submission date	Publication date	Question subject	Question	Answer
				<p>Category II multiplied with 6 (6 half day trainings equals 3 days) plus any additional costs relating to the services provided by the contractor (e.g. (e.g. consult expert(s) on most appropriate tailored training format; assist expert(s) in preparing the tailored training (structure, agenda, content, training material, teaching methods etc.); assist with requesting organisation in follow-up after the training; prepare deliverable (such as a report or similar) on the tailored training; share event material on the tailored training on website)? Lastly, what type of communications and outreach activities should be expected in this Framework Contract? Do you plan to request video production, online campaigns and participation in European events?</p>	

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#	Submission date	Publication date	Question subject	Question	Answer
22	22/08/2022 13:01	30/08/2022 12:31	Page definition	Could you please define what constitutes a "page", in relation to each assignment needing to be 2 pages long, if relevant? We have understood that a "free format" should be used in terms of the structure of presenting the necessary information/proposal, but is there perhaps a limit in the number of characters per page, the font and style that should be used, line and paragraph spacing, or are there any other more specific requirements?	<b>30/08/2022</b> Good morning and thank you very much for your question. By 2 pages we mean 2 A4 pages with readable text. Specific format is not given. Best regards, the ESF+ Support Centre EC team
23	30/08/2022 12:05	30/08/2022 12:34	Pricing Lot 1 Questions remain unanswered (3/3)	What type of communications and outreach activities should be expected in this Framework Contract? Do you plan to request video production, online campaigns and participation in European events?	<b>30/08/2022</b> Thank you very much for your message and apologies for the delayed replies to your questions to which we now provided an answer. Best regards, ESF+ Support Centre EC team. Question21

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#	Submission date	Publication date	Question subject	Question	Answer
24	23/08/2022 11:01	30/08/2022 12:35	Unanswered questions	<p>We posted 3 questions on the 19/08 and which remain unanswered copied here for convenience: 1. Firstly, could you please clarify whether the unit cost for tailored trainings (as an example) provided by Expert Category X should include ONLY the unit cost of the expert (per half day) or the cost of all services provided by the contractor for tailored trainings (e.g. consult expert(s) on most appropriate tailored training format; assist expert(s) in preparing the tailored training (structure, agenda, content, training material, teaching methods etc.); assist with requesting organisation in follow-up after the training; prepare deliverable (such as a report or similar) on the tailored training; share event material on the tailored training on website)? 2. Secondly, and linked to the above question, could you please provide an example of how the total price per service is connected with the unit costs presented in section 1? For example, should the total price for tailored training be calculated as follows – i) 5 tailored trainings multiplied with the unit cost for Expert</p>	<p><b>30/08/2022</b> Thank you very much for your message and apologies for the delayed replies to your questions to which we now provided an answer. Best regards, ESF+ Support Centre EC team. Question21</p>

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				<p>with the unit cost for Expert Category II multiplied with 6 (6 half day trainings equals 3 days); or ii) 5 tailored trainings multiplied with the unit cost for Expert Category II multiplied with 6 (6 half day trainings equals 3 days) plus any additional costs relating to the services provided by the contractor (e.g. (e.g. consult expert(s) on most appropriate tailored training format; assist expert(s) in preparing the tailored training (structure, agenda, content, training material, teaching methods etc.); assist with requesting organisation in follow-up after the training; prepare deliverable (such as a report or similar) on the tailored training; share event material on the tailored training on website)? 3. What type of communications and outreach activities should be expected in this Framework Contract? Do you plan to request video production, online campaigns and participation in European events?</p>	

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#	Submission date	Publication date	Question subject	Question	Answer
25	30/08/2022 12:03	30/08/2022 12:37	Pricing Lot 1 Questions remain unanswered (1/3)	Would you mind responding to the following questions please? We urgently require this in order to develop the pricing. Firstly, could you please clarify whether the unit cost for tailored trainings (as an example) provided by Expert Category X should include ONLY the unit cost of the expert (per half day) or the cost of all services provided by the contractor for tailored trainings (e.g. consult expert(s) on most appropriate tailored training format; assist expert(s) in preparing the tailored training (structure, agenda, content, training material, teaching methods etc.); assist with requesting organisation in follow-up after the training; prepare deliverable (such as a report or similar) on the tailored training; share event material on the tailored training on website)?	<b>30/08/2022</b> Thank you very much for your message and apologies for the delayed replies to your questions to which we now provided an answer. Best regards, ESF+ Support Centre EC team. Question21

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#	Submission date	Publication date	Question subject	Question	Answer
26	30/08/2022 12:04	30/08/2022 12:38	Pricing Lot 1 Questions remain unanswered (2/3)	<p>Secondly, and linked to the above question, could you please provide an example of how the total price per service is connected with the unit costs presented in section 1? For example, should the total price for tailored training be calculated as follows – i) 5 tailored trainings multiplied with the unit cost for Expert Category II multiplied with 6 (6 half day trainings equals 3 days); or ii) 5 tailored trainings multiplied with the unit cost for Expert Category II multiplied with 6 (6 half day trainings equals 3 days) plus any additional costs relating to the services provided by the contractor (e.g. (e.g. consult expert(s) on most appropriate tailored training format; assist expert(s) in preparing the tailored training (structure, agenda, content, training material, teaching methods etc.); assist with requesting organisation in follow-up after the training; prepare deliverable (such as a report or similar) on the tailored training; share event material on the tailored training on website)?</p>	<p><b>30/08/2022</b> Thank you very much for your message and apologies for the delayed replies to your questions to which we now provided an answer. Best regards, ESF+ Support Centre EC team. Question21</p>

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#	Submission date	Publication date	Question subject	Question	Answer
27	30/08/2022 09:59	30/08/2022 12:41	Deadline extension	Could you please consider extending the deadline by one week as there have been many clarifications regarding the financial offer and some queries are still pending, including on the template of the financial offer itself? Combined with the limited timeframe, the summer holidays and the complexity of the service contract, tenderers have a very limited time to prepare a solid offer.	<b>30/08/2022</b> Good morning and thank you for your message. However we regret to inform you that we decided not to extend the submission deadline. Best regards, ESF+ Support Centre EC team
28	25/08/2022 14:23	31/08/2022 12:19	Lot 1, Financial offer	In Financial Offer, "3. Price quote table": we understand that this table is built on the basis of the unit costs quoted in section 1 of the Financial Offer. However, it is not specified if the expected activities will be in presence or online, or a combination of the two, which, if interpreted differently by the various tenderers, will not lead to comparable annual prices. Please clarify if the Price quote table must be based on the "in presence" or the "online" unit prices for each type of service.	<b>31/08/2022</b> Good morning and thank you for your question. Page 6 of the administrative specifications indicates that the estimated distribution of deliveries among the different locations and online is as follows: 75% in-presence and 25% online. Tenderers should reflect this in their price quote tables. Best regards, the ESF+ Support Centre EC team



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#	Submission date	Publication date	Question subject	Question	Answer
29	25/08/2022 14:22	31/08/2022 12:45	Lot 1: Financial offer	In Financial Offer, "1. Service specific expenditure for the provision of the technical support services", we understand that the unit costs shall include the expert fees and exclude travel, accommodation and subsistence costs of the experts (reimbursable expenses). Could you please clarify the following: 1. Do the travel costs for public authorities and the travel, accommodation and subsistence costs for the social partners and stakeholders also fall under this category of reimbursable expenses? Or must these costs all be included in the unit costs? 2. Must the unit costs cover optional services such as interpretation, venue, catering, etc. – even though the need for such services will vary from one Service Request to another?	<b>31/08/2022</b> Good morning and thank you for your question. The unit costs for participants' travel and accommodation costs also fall under the same rule and shall be reimbursed accordingly (Commission Decision C(2021)35 final). For the second part of the question, indeed, this will be decided on the level of the specific contract, but it is based on the price quotation tenders will give in their financial offer. However, other costs than the ones mentioned in the specifications (eg. interpretation), has not been foreseen by the contract. Best regards, the ESF+ Support Centre EC team

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#	Submission date	Publication date	Question subject	Question	Answer
30	23/08/2022 18:12	01/09/2022 10:50	Lot2	<p>1- In relation to Lot2, we would like to have the following clarifications: a) Could you clarify if the unit costs that should be presented in Annex 6 would cover only the expert fees (net of travel and accommodation costs) or should include all relevant costs to deliver a half day event/activities (target capacity building, tailored training....) as detailed in the ToR b) In Pillar 2, the contractor could be required to “organize” travel and accommodation for participants and logistics. Could you confirm that the contractors will be not required to cover (pay) those costs? c) Could you confirm that travel and accommodation (both for experts and participants), and venue costs should not be included in any of the cells of Annex 6 (unit costs, surcharges, Price quote table)? d) To get comparable prices with other tenderers, could you specify the type of service (online/in presence), number of participants, number of experts of category II involved, to be considered for each of the services in table “2- Price quote table” of Annex 6? Otherwise please clarify how is it possible to define a price per services in absence of information on the above variables</p>	<p><b>01/09/2022</b> Good morning and thank you for your questions, which answers you can find below: a) Please note that the unit cost shall include the expert fees but shall not include the travel, accommodation and subsistence costs of the experts (reimbursable expenses); see Commission Decision C(2021)35 final, authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework. Please note that no reimbursement of these costs is foreseen if the service takes place online. The tenderers are required to include all relevant costs to deliver the services except for the travel, accommodation and subsistence costs of the experts. b) and c) The tenderer might be responsible for the logistical costs of the service. This will be specified in the specific contracts and should therefore be included in the tenderers' offers. As for the participants costs, they are reimbursable under the contract under Commission Decision C(2021)35 final. d) Page 6 of the administrative specifications indicates that the estimated distribution of deliveries among the different locations and online is as follows: 75% in-presence</p>

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				<p>information on the above variables                      e) Table                      "2- Price quote table" of Annex 6 does not include any reference to the preparation and management of the Community of Practice. Do we have to include the COP costs in Pillar2 - Service 3? If yes, should the 10 meetings foreseen per year include also the COP meetings or they will be additional events? f) According to the contract notice, the maximum estimated value for the FC under Lot2 is 2,500,000.00 EUR. Would this amount include all costs related to the service such as travel and accommodation cost of participants and experts, venue ..?</p>	<p>online is as follows: 75% in-presence and 25% online. Tenderers should reflect this in their price quote tables. As for participants, tenderers should indicate the price per number of participants. As an estimation, targeted capacity-buildings and tailored trainings, should count around 10 participants. The estimated number of participants for all other services are mentioned in the price offer (from page 57 of the administrative specifications). As for experts, it is up to tenderers to propose how many experts would be needed for each service. e) Specific contracts for the establishment of COPs will be made up of services which price tenderers indicated in the other parts of Annex 6. f) The maximum FWC ceiling include all costs (including reimbursable ones).                      Best regards, the ESF+ Support Centre EC team</p>

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#	Submission date	Publication date	Question subject	Question	Answer
31	31/08/2022 16:30	01/09/2022 10:53	Lot2	<p>Dear all we submitted some questions on 23/08/2022 but we didn't receive an answer. could you please respond as soon as possible to have time to ask for additional clarification, if needed. Thank you. Here again the questions: 1- In relation to Lot2, we would like to have the following clarifications: a) Could you clarify if the unit costs that should be presented in Annex 6 would cover only the expert fees (net of travel and accommodation costs) or should include all relevant costs to deliver a half day event/activities (target capacity building, tailored training....) as detailed in the ToR b) In Pillar 2, the contractor could be required to "organize" travel and accommodation for participants and logistics. Could you confirm that the contractors will be not required to cover (pay) those costs? c) Could you confirm that travel and accommodation (both for experts and participants), and venue costs should not be included in any of the cells of Annex 6 (unit costs, surcharges, Price quote table)? d) To get comparable prices with other tenderers, could you specify the type of service (online/in presence),</p>	<p><b>01/09/2022</b> Thank you very much for your message and apologies for the delayed replies to your questions to which we now provided an answer. Best regards, ESF+ Support Centre EC team. Question30</p>

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				<p>of service (online/in presence), number of participants, number of experts of category II involved, to be considered for each of the services in table “2- Price quote table” of Annex 6? Otherwise please clarify how is it possible to define a price per services in absence of information on the above variables</p> <p>e) Table “2- Price quote table” of Annex 6 does not include any reference to the preparation and management of the Community of Practice. Do we have to include the COP costs in Pillar2 - Service 3? If yes, should the 10 meetings foreseen per year include also the COP meetings or they will be additional events? f) According to the contract notice, the maximum estimated value for the FC under Lot2 is 2,500,000.00 EUR. Would this amount include all costs related to the service such as travel and accommodation cost of participants and experts, venue ..?</p>	

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### Call for tenders questions summary

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#	Submission date	Publication date	Question subject	Question	Answer
32	31/08/2022 13:21	05/09/2022 08:30	Estimated annual purchase of services in LOT1 and 2	Dear EC team, the tender says that the price quote table gives an estimation of the future service purchased within a year. Could you please explain how the volumes of the services in LOT1 & LOT2 can be exactly the same for pillar 1 & 2 while the financial framework of LOT 1 is 9.5 m EUR and for LOT2 2.5 m EUR? (In our understanding the difference of pillar 3 represents only a small part of the services.) Thank you	<b>05/09/2022</b> Good morning and thank you for your question. The financial offer will only serve the purpose to be able to have a fair and objective evaluation and comparison. The maximal ceilings of the lots will be respected in the specific contracts. Best regards, the ESF+ Support Centre EC team

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