

Call for tenders' details

Title: Supporting SME internationalisation; increasing EU SME's readiness to internationalise in target markets.

Start date: 19/12/2015

Time limit for receipt of tenders: 02/03/2016

Contracting authority: European Innovation Council and Small and
Medium-sized Enterprises Executive Agency (EISMEA)

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	13/01/2016 11:53	13/01/2016 13:28	Technical proposal format	The technical proposal should be only presented in Annex 4 or also in a separate more detailed document? If yes, is there a preferred format for this document?	<p>13/01/2016</p> <p>Tenderers should fill in and submit Annex 4. Annex 4 is not the main document to explain the tender but it is just a summary of the main elements that may have impact on the evaluation. You should use annex 4 for this purpose only and not to describe the full technical offer. Annex 4 is only meant to guide the evaluation committee through the technical proposal as it has to indicate the main points of the technical proposal that are useful to assess the different award criteria. It will also include the reference to those parts of the technical proposal where those points are developed and well detailed. Annex 4 should include a summary of your proposal to fulfil the specific criterion and the references to the respective chapters of the technical proposal document. The technical descriptions including the complete information, tables, graphics, diagrams, etc. should be included in the document that explains all the details of your technical proposal. There is no any preferred format for the technical offer.</p>

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2	24/01/2016 20:30	26/01/2016 09:40	Eligibility	Can Chamber of Commerce apply to this tender?	<p>26/01/2016 Any economic operator meeting the eligibility condition laid down in section 2.2. of the Tender Specifications may take part in the procurement procedure.</p> <p>Under article 101.1(g) of the Financial Regulation, economic operator means any natural or legal person, including a public entity, or a group of such persons, which offers to supply products, execute works or provide services or immovable property.</p>
3	27/01/2016 18:26	02/02/2016 14:13	Supporting SME internationalisation; increasing EU SME's readiness to internationalisation - Call for Tenders	Is this activity covering the participation of clusters representatives alongside SMEs? Can cluster organisations participate in matchmaking events organised in Third countries? If, yes, would representatives of European cluster organisations benefit from reimbursable costs and what would be the amount?	<p>02/02/2016 Representatives of European cluster organisations may benefit from the measure to the same extent as small and medium sized enterprises (SMEs). They shall benefit from the same amount of reimbursable costs as for selected SMEs, for all training activities or missions (see also page 38 in tender specifications).</p>
4	12/02/2016 13:57	12/02/2016 14:54	Tender Deadline	The time limit on the website says the deadline is 2 March 2016 but the contract notice specifies the time limit as 1 February 2016. Is this tender still open and can I still request to participate? Many thanks	<p>12/02/2016 A corrigendum has been published on 19/12/2015 ref. 2016/S 013-017785. The submission deadline is now 02/03/2016.</p>

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5	09/02/2016 10:11	15/02/2016 13:21	Number of SMEs to be selected	Are there any upper or lower limits as to the number of SME to be invited to participate by each contractor?	<p>15/02/2016</p> <p>Under a formal point of view the tender specifications do not set any lower or upper limits to the number of SMEs involved in the project. The call for tender's purpose is to carry out a test project meant to identify actions and methods to assist SMEs that do not have any commercial experience beyond the EU Internal Market, develop business and or technology transfer activities with other partner enterprises based in Third Countries. Therefore, the number of SMEs recruited should represent an adequate sample of European countries (countries participating to the COSME programme) distributed in order to ensure a balanced representation of COSME Members based on their dimensions and economic characteristics keeping also into account the need for an adequate geographic representation. Keeping into account budget limitations and based on their experience and expertise, it is up to the bidders to decide on the sample of enterprises that they intend to address in the proposal.</p>

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6	16/02/2016 11:56	16/02/2016 16:04	Limit on the number of partners?	Is it possible for a consortium to include 10 or perhaps even more members? Would this be evaluated unfavorably by the Commission?	16/02/2016 The tender specifications do not establish any limit to the number of partners of a consortium. The Contracting Authority will evaluate the "adequacy and reasonableness of the resources allocated" (see 2nd bullet point of section 3.4. of the Tender Specifications) no matter what the number of members of the consortium is.
7	16/02/2016 11:54	16/02/2016 16:05	Joining more than one consortium?	Is it possible for an organisation to join more than one consortium?	16/02/2016 The Tender Specifications do not prevent an economic operator to take part in more than one joint tender. However, please note that the contracting authority reserves the right to ask for clarification on the compliance by that economic operator during the procedure of the absence of conflict of interest and the confidentiality obligations in respect of each joint tender where it participates

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8	15/02/2016 11:06	17/02/2016 10:29	Scope of the activities	Can the process of support for SMEs, which is described in the tender specifications EASME/COSME/2015/028, be implemented among the entrepreneurs of SMEs within a single Member State? Or it has to be implemented among the entrepreneurs of different EU Member States. If the latter, what is the minimum number of countries that has to participate in the project?	17/02/2016 At the end of the project, the contractor(s) will be expected to prepare a report and guide book describing and analysing the whole process that was implemented to support in practice the targeted SMEs for them to successfully access/interact with markets situated outside the EU. The contractor(s) will be expected to describe in detail all aspects related to the assistance that was provided during the implementation of the test project that were useful/indispensable to coach targeted SMEs into their first international experience. With regard to the description of the required processes, the offer should include proven methodologies and tools to help SME management staff and internationalisation advisers of business intermediary organisations to initiate the internationalisation process. The Guide book should contain learning modules, examples, exercises and a best practices compendium resulting from the piloting phase implemented by the most successful participants (please see page 17-18 in the tender specification for more details). The tenderer(s) shall suggest the exact number of SMEs they intend to target. Each EU and COSME

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					target. Each EU and COSME participating country should possibly be represented by at least one SME. If processes differ from member state to member state, this should be reflected in the guidebook to be produced by the contractor(s).
9	15/02/2016 15:49	18/02/2016 12:32	Collaboration and partnering on this tender	We may find it difficult to respond to this tender working alone, as we do not have the necessary links in place to find relevant SMEs to participate from outside our country [...]. We would therefore like to collaborate with organisations in other markets to respond to this opportunity. Is there any mechanism in place to assist organisations to find partners in other markets to build a relationship and respond to this type of opportunity?	18/02/2016 The Contracting Authority is not aware of any mechanism in place to assist organisations to find partners to respond to the call. Contacting professional organisations and networks, universities or social networks might nevertheless provide some information.
10	17/02/2016 16:49	18/02/2016 16:56	Coordinator search	We are interested in entering into the pilot project as partner since we gained experience in sme internationalization. Would you please adress us to potential coordinators?	18/02/2016 The Contracting Authority is not aware of any mechanism in place to assist organisations to find partners to respond to the call. Contacting professional organisations and networks, universities or social networks might nevertheless provide some information.

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#	Submission date	Publication date	Question subject	Question	Answer
11	16/02/2016 10:40	22/02/2016 14:31	Eligibility of actions of this call for tenders under the EEN activities	<p>For the implementation of the action and, in particular, in order to identify and recruit EU/COSME countries SMEs, train them locally and individually and support them, the call for tenders mention the EEN members' support.</p> <p>Q : For EEN partners involved in the implementation of the action, could you tell us if their costs (staff costs in particular) can be eligible under their EEN COSME SGA 2 ?</p> <p>Q : Could you tell us if the results (nb of clients participating in BE, nb of meetings, Support services, nb of Partnership agreements...) of this action can be accounted in their PES Report of EEN COSME SGA 2 ?</p>	<p>22/02/2016</p> <p>The financing and reporting of results for the action "Supporting SME internationalisation - increasing EU SME's readiness to internationalise in target markets" shall remain separate from the Enterprise Europe Network project, i.e. results and costs incurred for the implementation of this action cannot be reported under the Framework Partnership Agreements & Specific Grant Agreements signed by Enterprise Europe Network partners. Organisations which have signed a Framework Partnership Agreement & Specific Grant Agreement and willing to contribute to the implementation of this action need to ensure that all activities are carried out on top of the usual Network activities.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
12	16/02/2016 10:41	22/02/2016 14:32	Eligibility of fees	<p>In order to encourage local representatives to identify and recruit selected SMEs, is it authorized to provide fees to them for each SMEs recruited?</p> <p>If yes, are these fees also possible if the local representatives are EEN members? Do they have to declare these fees under the Revenues' financial statements category?</p> <p>Is it possible for an EEN partner involved in the implementation of this action to received fees per SMEs recruited and to declare the time spent on this action under its EEN staff costs category in the financial statements?</p> <p>Can we also provide fees for each targeted 3rd countries SMEs recruited by a local representative in these targeted 3rd countries?</p>	<p>22/02/2016</p> <p>The financing and reporting of results for the action "Supporting SME internationalisation - increasing EU SME's readiness to internationalise in target markets" shall remain separate from the Enterprise Europe Network project, i.e. results and costs incurred for the implementation of this action cannot be reported under the Framework Partnership Agreements & Specific Grant Agreements signed by Enterprise Europe Network partners. Organisations which have signed a Framework Partnership Agreement & Specific Grant Agreement and willing to contribute to the implementation of this action need to ensure that all activities are carried out on top of the usual Network activities. How the recruitment of local companies will be organised and financed, remains in the hand of each individual bidder and should be explained in the offer submitted to EASME. Tenderers may include some costs needed to identify suitable SMEs in the overall financial offer.</p>

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13	16/02/2016 10:43	22/02/2016 14:32	Eligibility of expenses concerning SMEs in targeted 3rd countries	<p>For a successful implementation of the action, SMEs EU/COSME countries should meet SMEs from target 3rd countries.</p> <p>Support to go international (training, B2B meetings, reimbursement of a part of the travel costs...) is given to SMEs from EU/COSME countries only or also to the SMEs selected in the targeted 3rd countries?</p> <p>Could you please clarify what you mean by Selected SMEs? Only the EU/COSME countries SMEs or also the targeted 3rd countries SMEs participating in the action?</p>	<p>22/02/2016</p> <p>Support to go international (training, B2B meetings, reimbursement of a part of the travel costs...) should be provided to SMEs from EU and COSME countries. These SMEs will be the main beneficiaries of the action. Nevertheless, in order to establish lasting commercial and technology agreements between companies from EU/COSME countries and SMEs from third countries, it may become necessary that tenderers provide an introduction/briefing on the partnering process to SMEs in third countries. It needs to be highlighted that SMEs from third countries cannot benefit from the reimbursement of part of their travel costs.</p>
14	19/02/2016 08:09	26/02/2016 14:09	Looking for project leader on this tender	<p>We are seriously interested in getting in contact with a project leader contributing with our experience and SMEs links as partner. Please do not hesitate to contact us.</p>	<p>26/02/2016</p> <p>Please see the answer n°10.</p>