

## Call for tenders' details

Title: SME instrument business community and academy.

Start date: 30/12/2015

Time limit for receipt of tenders: 23/03/2016

Contracting authority: European Innovation Council and Small and Medium-sized

EnterprisesExecutive Agency (EISMEA)

Status: Closed

## Call for tenders question list

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	31/12/2015 10:52	04/01/2016 11:01	Consortium	<p>We believe our company group has the technical capacity in all fronts identified on the tender. Therefore we might consider applying without partnering.</p> <p>Would that be possible or consortia is mandatory? Do you prefer consortia?</p>	<p><b>04/01/2016</b></p> <p>The criteria set up in the Descriptive Document must be fulfilled by the company (or by at least one member of the consortium) applying. If your company group is applying as such, at least one company of the group will have to fulfil the criteria. However, and following your question, if your company, which belongs to a larger group, is applying on its own, the experience of the group as such would not be considered as acceptable except in specific circumstances (the other companies of the group providing a letter of intent that ensures that they will put at your disposal all the necessary resources or by being themselves part of the applying consortium). If your company needs to have the missing experience provided by other partners the creation of a formal consortium is not necessary at this stage of the procedure.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
2	07/01/2016 13:00	08/01/2016 10:35	Documentation - Annex 8?	<p>In the file "EN-Descriptive document-2016-001-FINAL" there's a mention of an Annex 8 in 4.4.1 regarding the Envelope 1 of the RtP.</p> <p>In the document library at <a href="https://etendering.ted.europa.eu/cft/cft-documents.html?cftld=1248">https://etendering.ted.europa.eu/cft/cft-documents.html?cftld=1248</a> there doesn't seem to exist any reference to this Annex 8 (which should indicate the checklist of documents to be included in the RtP)</p> <p>Does such a document exist?</p>	<p><b>08/01/2016</b> Annex 8 can be found in the second page of the "Document Library" tab</p>
3	07/01/2016 13:02	08/01/2016 13:47	Technical capability requirement - companies listed in Financial Times ranking - 500 or 100?	<p>In the Annex 4, one of the criteria is: 3.3. Demonstrated access to main contacts in at least 10 companies listed in Financial Times Europe 100 ranking 2015[1] (M&amp;A, chief innovation, procurement, corporate development, etc). [link to <a href="http://www.ft.com/intl/cms/s/2/1fda5794-169f-11e5-b07f-00144feabdc0.html#axzz3qj8DipD4">http://www.ft.com/intl/cms/s/2/1fda5794-169f-11e5-b07f-00144feabdc0.html#axzz3qj8DipD4</a> ]</p> <p>In the given link there is only mention to several lists of 500 companies (it should be safe to assume the correct one is the European group).</p> <p>Is this criterion referring to the whole group of 500 companies or only to the top 100 of the same ranking?</p>	<p><b>08/01/2016</b> Tenderer should take the European list and first 100 companies listed there</p>

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4	04/01/2016 12:24	11/01/2016 16:15	Eligibility to participate (SME from Republic of Serbia)	Does entities established in Serbia are entitled to participate in this tender, as implementation of an agreement between EC and Republic of Serbia on the participation in COSME project starts from 1st January 2016?	<b>11/01/2016</b> Under the Stabilisation and Association Agreement, economic operators established in Serbia have the right to participate in the tendering procedure.
5	11/01/2016 13:48	12/01/2016 13:43	Travel expenses for SMEs - included in the budget?	In one part of the document it is described as such "The candidates shall propose the concept for Community events and will be in charge of the logistics and organisational expenses (including travel and accommodation for speakers, invited coaches, but not for the funded SMEs who are expected to cover their own travel costs)." Will this apply for all activities within the call? That is, SMEI beneficiaries will always cover their own travel costs and thus travel costs for SMEs attending the activities will remain outside of the budget stipulated? (~3M€)	<b>12/01/2016</b> The service offer should be attractive enough so that the SMEI beneficiaries want to make the necessary time and logistical investment to take part in the proposed activities. That's why it's important that the service offer is tailored to fit SMEI beneficiaries' needs. Therefore in general travel and accommodation costs of SMEI beneficiaries will not be covered. However, if the tenderer consider that an exception should be made e.g. for those companies that will have a particular involvement or role to play in the event – this of course can be discussed during the dialogue. Moreover for the on-going Phase 2 projects costs of participation to commercialisation support events can be claimed under the project budget.

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#	Submission date	Publication date	Question subject	Question	Answer
6	08/01/2016 17:53	14/01/2016 16:30	Joint tender	Can a legal entity be part of more than one consortia/ joint tender: - At the stage of the request to participate? - During the dialogue phase?	<b>14/01/2016</b> The Descriptive Document does 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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#	Submission date	Publication date	Question subject	Question	Answer
7	15/01/2016 14:23	20/01/2016 16:49	Technical and Professional Capacity requirement - Demonstrated access to finance source from EU or abroad, with a proven investment record in at least 10 EU and Horizon 2020 Associated Countries	<p>The criteria 3.2 says “Demonstrated access to finance source from EU or abroad, with a proven investment record in at least 10 EU and Horizon 2020 Associated Countries and covering at least 5 sectors addressed by the SME Instrument's topics”</p> <p>1. We have secured investment funds (via business angels, venture capital and public funds) of approximately 70 million Euro for 150 high growth technology, science and digital start ups in the UK and in more than 5 sectors targeted by the SME Instrument. Would this mean that we need to find partners with a similar experience and successful track record in 9 other EU countries (for a consortia bid) or is our track record sufficient to meet this requirement?</p> <p>2. Are you expecting Candidates to have offices (or subsidiaries) in at least 10 EU countries?</p> <p>3. Could start ups originally based in other EU countries and that have relocated to the UK be counted within the 10 targets? Investment funds are always provided on the condition that the companies relocate to the UK.</p>	<p><b>20/01/2016</b></p> <p>SME Instrument beneficiaries are located in more than 28 different EU MS and Horizon 2020 Associated Countries. The SME Instrument Business Community and Academy should offer them access to and networking with private investors that are ready to invest in those countries (and can prove it). For this reason we expect that the tenderer will already have access to investors that have investment track record in at least 10 EU Member States and Horizon 2020 Associated Countries. This track record in minimum 10 countries applies to investors with whom the tenderer is working/collaborating not necessarily to the tenderer itself. How to prove the investment track record in a given country? by showing evidence of cooperation with investors and their investment track record in 10 countries.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
				relocate to the UK.	
8	15/01/2016 14:26	20/01/2016 16:50	Access to finance source - ONE source with at least 10 countries and 5 sectors or TOTAL sources with at least 10 countries and 5 sectors	<p>In the annex 4: "3.2. Demonstrated access to finance source (Corporate Venture Capital, Venture Capital, Business Angels, crowdfunding platforms, family offices, etc.) from EU or abroad, with a proven investment record in at least 10 EU and Horizon 2020 Associated Countries and covering at least 5 sectors addressed by the SME Instrument's topics."</p> <p>Below, the table does not make it clear if the requirement is that there is at least ONE source with at least 10 countries and 5 sectors or that the TOTAL sources cover at least 10 countries and 5 sectors.</p>	<p><b>20/01/2016</b></p> <p>The TOTAL of all sources of investments to which the tenderer have access should cover minimum 10 EU member states and H2020 associated Countries and 5 SME Instrument topics.</p>
9	21/01/2016 13:20	21/01/2016 17:25	Chapt. 2.5.2.1 Eligibility	Are applicants from Switzerland (third country) eligible to participate?	<p><b>21/01/2016</b></p> <p>Tenderers from Switzerland are not eligible as leader and/or partner in a consortium</p>

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#	Submission date	Publication date	Question subject	Question	Answer
10	20/01/2016 10:31	25/01/2016 11:51	Exclusion Criteria	<p>On p. 16 of DESCRIPTIVE DOCUMENT, the EC mentions that "The Tenderers shall provide a declaration on their honour (see Annex 3), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in Annex 3. In the case of a joint tender, the declaration on the honour shall be provided by all the members of the group."</p> <p>However, Annex 3 mentions that the declaration on the honor is essentially the Identification form itself (there is no actual template for the declaration).</p> <p>Therefore, this means that the Identification form must be duplicated and signed separately by each member of the consortium? or should we list all the tenderers on a single form? In case we do the second option, it means that we will not have a declaration by every member of the consortium, but only by the leader.</p> <p>Please confirm that all members must fill out annex 3, separately.</p>	<p><b>25/01/2016</b></p> <p>The Descriptive document included a typo. Annex 3 does not correspond to the "Declaration of Honour" but to the tenderer identification. However, a corrigendum will be published in the TED to revise some of the cross-references and extend the deadline for submission. Some of the documents in e-tendering have also been revised to include the updates and uploaded in e-tendering. The "Declaration on honour" can be found in Annex 5.</p>



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#	Submission date	Publication date	Question subject	Question	Answer
11	26/01/2016 11:54	28/01/2016 12:46	Annex 4 - Evidence of Technical experience	<p>The tender specification makes a reference about Annex 4, but when I download it from the Document Library you actually get Annex 3 - Identification Sheet.</p> <p>Can you please confirm if there a template for Annex 4? or the candidates just have to provide the Technical &amp; Professional information (and evidence) following the structure as stated in pages 20 and 21 of the tender specification?</p>	<p><b>28/01/2016</b> The Annex 4 is now available in the document library.</p>
12	26/01/2016 17:40	01/02/2016 16:52	Does Envelope #1 (admin. documents, ...) in case of a consortium require original signatures?	<p>In the case of a consortium, is it needed for all partners to provide the original copies of their annex 6, power of attorney, or is a signed pdf enough?</p> <p>Does the power of attorney document need to come with all signatures in one page? Or can each consortium member sign their own digital version and put everything together with the right references?</p> <p>In case the answer is yes to both, how would the Agency suggest that this document is passed around several different international partners in order to obtain the relevant signatures in one physical page?</p>	<p><b>01/02/2016</b> Documents need to be original. All consortium members should sign the same power of attorney. In case of very large consortia, members can provide individual letters of attorney, but Annex 6 template cannot be altered. Please just add "not applicable" in the corresponding places.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
13	28/01/2016 08:50	02/02/2016 15:15	Annex 5: Declaration of honour.	In the revised version of the declaration of honour on the last page under "Selection criteria" has to be inserted something in (a), (b) and (c). What do the consortium partners have to insert in this parts? We don't know exactly which sections of the tender specifications are meant.	<b>02/02/2016</b> The section concerning the selection criteria, should be filled in as follows:  (a)It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 3.2.1 of the tender specifications; (b)It fulfills the applicable economic and financial criteria indicated in section 3.2.2 of the tender specifications; (c)It fulfills the applicable technical and professional criteria indicated in section 3.2.3 of the tender specifications.
14	02/02/2016 15:14	02/02/2016 15:18	Submission of tenders	Point 2 of the Invitation to participate states that tenders should be received no later than 15/02. In the table specifying means of submission there are three options, one stating that if tender is submitted by post, time limit is 24:00 evidenced by post mark. Can you please confirm whether we can send the tender by post on 15/02 (with postmark as an evidence of dispatch) considering that it will arrive on the premises later than the mentioned date?	<b>02/02/2016</b> We confirm that you can send tender by post on 15/02.

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#	Submission date	Publication date	Question subject	Question	Answer
15	28/01/2016 12:58	02/02/2016 15:45	Legal and Financial information - Signatures on Annexes 2.1, 2.2, 5 and 6 and the Legal Entity form	<p>We're preparing a joint tender with partners is several EU Member States.</p> <p>Would be sufficient for the Partners to send the signed Annexes (indicated above) in PDF format to the lead partner? OR</p> <p>Do we need to send all the Annexes with the partners' original signatures, as part of the Request to Participate submission?</p>	<p><b>02/02/2016</b></p> <p>The mentioned documents should be submitted in original.</p>
16	03/02/2016 12:54	04/02/2016 17:23	Criteria relating to Staff member and Annex 4: Evidence of fulfilment of selection criteria	Do candidates still need to submit a two page curriculum vitae for each staff member in the team? There is a reference about this in page 21 of the tender spec but no reference at all in Annex 4. Please clarify	<p><b>04/02/2016</b></p> <p>Yes a 2 page CV of each person mentioned in annexe 4 needs to be provided</p>

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#	Submission date	Publication date	Question subject	Question	Answer
17	04/02/2016 10:55	09/02/2016 16:09	Annex 3, Anex 4 and Cocept paper	<p>1.) in 3.2.1. it says "The RtP must include an identification sheet presenting the name of the candidate (including all entities in case of joint offer)". Does that mean that we need in case of a consortium just one Annex 3 where all partners and subcontractors are specified or do we need the Annex 3 signed by all partners? If we only need one Annex 3, is it adequate if the lead contractor signs and initialles it?</p> <p>2.) in 3.2.3.2. we need a two page curriculum vitae for each team member. Is there a template which all partners have to use or can all team members use their own CV? What competences do you expect in the CV?</p> <p>3.) For the RtP, is there a concept paper needed which describes what exactly the consortium plans to do or are just the Selection and exclusion criteria (Annexes 2.1, 2.2, 3, 4, 5, 6 and 7) of every partner needed?</p>	<p><b>09/02/2016</b></p> <p>1) The applicant should provide only one Annex 3 where (if applicable) all the partners and subcontractors are mentioned. Annex 3 has to be signed and dated by an authorised representative of the lead applicant.</p> <p>2.) No specific template, but the CV can't be longer than 2 pages. We expect to present only the experience, competences and education relevant to the tender.</p> <p>3.) On the deadline of 15 February, the applicants need to demonstrate that they satisfy the Selection and exclusion criteria. Annex 4 is to be filled at the level of the consortium (in case of joint applications). EASME evaluates the fulfilment of selection and exclusion criteria on that basis and invites applicants passing successfully this stage to submit the Preliminary Offer/concept paper – according to the preliminary timetable-mentioned in Annex 2, this invitation should be sent around 29 February 2016.</p>

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18	05/02/2016 16:49	09/02/2016 16:10	Annex3-Identification sheet	<p>In case of a joint application, does this document need to be completed by all consortium members or just by the consortium leader?.</p> <p>In Annex8 (checklist of documents) it is specified for all, but then in Annex3 this says the contrary.</p>	<p><b>09/02/2016</b> Only the lead contractor needs to provide Annex3. However all details about the other partners and subcontractors should be included in the document.</p>
19	04/02/2016 17:21	09/02/2016 16:12	Identification sheet in joint tender - do all partners need to fill it and sign it?	<p>Annex 8 seems to state all partners in joint tender should provide the identification sheet. However, the identification sheet's footnotes show that only the consortium details should be filled in by "other partners" (in case of no subcontractors). Are we right to assume that only the lead partner needs to provide the identification sheet filled, including the full "consortium details" for each partner? And thus only the signature of the lead partner is required for this document?</p>	<p><b>09/02/2016</b> This is correct only the lead contractor needs to provide Annex 3 (duly filled in, signed and dated).</p>

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20	10/02/2016 08:59	12/02/2016 14:03	Annex 4	For some chapters in Annex 4 (for example 1.1), our consortium has more than one partner who can bring evidence to this point, but the limit for each chapter is "max. 2 pages". In case of a consortium, can we bring more than 2 pages (e.g. 3x2 pages, if 3 partners can bring evidence to one chapter) or is it strictly limited to a total of two pages for each chapter?	<b>12/02/2016</b> The page limit per each point (eg. 1.1.B ) is 2 pages. If there are several partners with relevant experience for the point 1.1 we recommend choosing the most relevant one and which will actually perform these tasks within the consortium.

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