

## Call for tenders' details

Title: Methodology, work plan and roadmap for cross-cutting KETs activities in Horizon 2020.

Start date: 26/07/2012

Time limit for receipt of tenders: 28/09/2012

Contracting authority: European Commission, DG for Internal Market, Industry, Entrepreneurship and SMEs (GROW)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	01/08/2012 11:52	03/08/2012 14:57	Call for tenders No 214/PP/ENT/CIP/12/C/N01C012 Methodology, work plan and roadmap for cross-cutting KETs activities in Horizon 2020	Is it possible to apply as a consortium?  Is European coverage required or could the consortium be from one single member state?  Was this kind of work performed before or is this the first approach?	<b>03/08/2012</b> Yes it is possible for a consortium to submit a tender (see in particular section 2.7 of the specifications). There is no specific requirement concerning the Member State of origin but the tenderer(s) should cover all the requirements described in the technical specifications (see section 1). This new work will build on previous activities related to individual KETs.

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#	Submission date	Publication date	Question subject	Question	Answer
2	23/08/2012 14:41	23/08/2012 15:04	Search for the prospective partners in order to set up the international consortium	Where may I find the information about the organizations that are going to participate in this call? Is there any 'networking web-page' for institutions being interested in this call? I am looking for some information re. the institutions that wish to apply in this call and maybe would like to create the consortium for the purpose of the future service contract.	<b>23/08/2012</b> DG Enterprise and Industry does not provide any "networking" service in the scope of its call for tenders. It is the responsibility of the tenderers to identify suitable partners if they wish to establish a consortium or subcontract certain tasks.
3	03/09/2012 17:51	05/09/2012 16:08	POWER OF ATTORNEY - (Annex 6.6) model 1.	With reference to the Power of Attorney (Annex 6.6 - model 1) could you please clarify if the signature of each partner have to be consecutive or if it is possible that each partner signs in a single page?	<b>05/09/2012</b> Ideally, the signatures of all members of a group should appear consecutively on the same page but, for practical reasons, signatures on separate documents could be accepted.

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#	Submission date	Publication date	Question subject	Question	Answer
4	06/09/2012 10:53	07/09/2012 16:19	Evidence of economic and financial capacity - question relating to a)	I do not quite understand what you want from us. Annex 6.4 has 3 columns, so I would presume that you want figures for 2009, 2010 and 2011? When you mention "documents that must be signed by the authorised representative of the tenderer", do you mean that - apart from Annex 6.4 - you want us to include our Annual Accounts proper - and if yes, for how many years, 2 or 3?	<b>07/09/2012</b> It is stated in the technical specifications under 5.2.2. a) that All tenderers must provide proof of their economic and financial capacity by submitting the Annex 6.4, consisting of an extract of the concerned legal entities' annual accounts (balance sheet, profit and loss account, notes on the accounts and auditors' remarks when applicable) of the last two years, as approved by the general assembly of the company and, where applicable, audited and/or published. These documents must be signed by the authorised representative of the tenderer. We ask thus for the last two years, but if it is easily feasible , you may include a 3rd year in the table. If annex 6.4. is filled in, it must be signed by the authorised representative of the tenderer and you do not have to include your annual accounts.
5	12/09/2012 10:25	18/09/2012 14:16	Change of the bank account	In case of award, is it possible to change the bank account indicated at this stage in the FIF and in the PoA when we will sign the contract?	<b>18/09/2012</b> Yes, it is possible to change the bank account.

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6	14/09/2012 11:58	18/09/2012 14:27	Clarification page 14 of the tender specifications	With reference to page 14 of the tender specifications it is stated" at least 4 workshops will be convened. Two workshops with stakeholders (at least 20 experts in the field of cross-cutting KETs) and two workshops with policy makers (at least 20 governmental experts from EU member States). Each of the workshops (20 participants each time) will last one day. The contractor shall cover the costs for the planning, coordination and organization of the workshop, venue, catering and the reimbursement of travel and accomodation costs for the experts. About travel and accomnodation costs, does it mean that the contractor should cover costs for at least 20 experts for each workshop, or does it mean that 20 experts are the participants to each workshop and the contractor has to cover only the travel and accomodation costs of the speakers whose number has to be defined?	<b>18/09/2012</b> The contractor shall cover the reimbursement of travel and accommodation costs for the experts (at least 20) participating in each of the workshops. The costs to be covered by the contractor shall be included in the financial proposal.

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7	17/09/2012 22:50	20/09/2012 16:18	Stakeholders and experts lists	<p>A question regarding chapter 5.2.3 criterion 2.1 : What is really needed (page 38 of TOR):</p> <p>"This evidence refers to selection criterion 2.1 b) A list of stakeholders (in particular from industry, associations and research technology organisations) and contact points. This list shall be accompanied by written statements from at least 10 of the most relevant stakeholders listed;"</p> <p>WHAT is the statement they have to make ? Is it possible to publish a template to this regard ?</p> <p>"c) A list of ten experts who could be selected as members of the Steering Committee."</p> <p>Is this the same list as the above? This is especially important questions in the context of text on page 7 of TOR :</p> <p>"...based on a list of at least ten suitable candidates proposed by the tenderer to be included in its bid and the composition of the new High Level Group on KETs to be established in the autumn 2012."</p>	<p><b>20/09/2012</b> The question regards chapter 5.2.3. criterion 2.2. (and not criterion 2.1). The evidence refers to selection criterion 2.2. mentioned in chapter 5.2.1. In other words, the written statements mentioned in 5.2.3. b) refers to selection criterion 2.2. ("proven knowledge of and access to relevant experts and stakeholders to provide important inputs and a thorough review of issues described in the specifications"). We don't publish a template in this regard.</p> <p>The list of 10 (individual) experts who could be selected as members of the Steering Committee is different from the list of stakeholders (organisations). The experts could be selected as members of the Steering Committee (not for the new HLG).</p> <p>The evidences requested in 5.2.3. b) and c) can be delivered for the entire consortium. Stakeholders can provide written statements for more than one bidder.</p>

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				<p>As we understand this, 10 experts shall express their willingness to join the HLG in case our offer is selected. if that is the case : Is this declaration to be exclusive or they may declare such willingness for more than one bidder ?</p> <p>And finally, in case of consortium: Is this list to be delivered by each of the consortium partners or one list for entire consortium ?</p>	

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#	Submission date	Publication date	Question subject	Question	Answer
8	19/09/2012 11:44	20/09/2012 16:20	Evidence of the economic and financial capacity	Is it required for a public no profit organization to provide Annex 6.4 and the statement of overall turnover and turnover concerning the tasks, supplies or services covered by this contract for the last three financial years?	<b>20/09/2012</b> Yes, all tenderers (private companies or public entities) must provide these documents. However, if, for some exceptional reason which the Commission considers justified, a tenderer is unable to provide one or other of these documents, he or she may prove his or her economic and financial capacity by any other document which the Commission considers appropriate. In any case, the Commission must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

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