

Call for tenders' details

Title: Implementation of a Programme of Mutual Learning and Exchanges of Good Practices on Gender Equality

Start date: 20/12/2022

Time limit for receipt of tenders: 14/02/2023

Contracting authority: European Commission, DG Justice and Consumers (JUST)

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	22/12/2022 12:20	05/01/2023 09:04	Clarifications for Tender specifications Part 1 and Part 2	<p>Dear team of the General Justice and Consumers Directorate of the European Commission. We have several questions regarding the procurement documents of the Call for tenders JUST/2022/OP/0015 we would like you</p> <p>answer: 1. From the technical specifications, Part 2 section 2.1.2 we understand the number of participants per seminar will be maximum 40 (including government officials of the 18 participants countries and country experts) which travel, and accommodation costs must be covered by the contractor. Could you confirm this is the number of participants per seminar for which the contractor must provide travel and accommodation costs?. 2. In relation with the 18 participants countries per seminar following the indications given in section 2.1 of the technical specifications, Part 2 we understand the Host country will be designated by the Commission but we need clarifications regarding the selection process for the co-host countries and the participant countries: i) the selection of the co-host and participant countries up</p>	<p>05/01/2023</p> <p>1) Indeed you rightly calculated the number of participants (40). Both the technical and financial offers have to reflect the maximum number of participants. 2) i) and ii) The contractor is not required to organise a selection for the host and co-host countries. There are no selection criteria as such. This is done on a voluntary basis during the discussions of the High Level Group on gender mainstreaming (HLG) together with the approval of the European Commission.</p>

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				host and participant countries up to 18 will be done by the contractor or by the contracting authority?, ii) could you specify which are the selection criteria to be applied for the selection of the co-host and participant countries?	

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2	22/12/2022 12:22	05/01/2023 09:09	Questions related to Tender specifications Part 1 and Part 2	<p>Dear team of the General Justice and Consumers Directorate of the European Commission. We have several questions regarding the procurement documents of the Call for tenders JUST/2022/OP/0015 we would like you</p> <p>answer: 1. In relation with the evidence to be provide for the 27 country experts we would like to know: i) is there any template available for the commitment letter the country experts have to signed following the indications given in section 3.2.3, Tender specifications Part 1? And, if there is not specific template for this commitment letter, could you confirm if exclusivity of the experts is a must? Could a country expert participate in more than one proposal? 2. Can be presented a larger experts list than 27 (one for each participant country) with reserve experts? If this is possible; is it necessary to provide CVs of the reserve experts at this stage? 3. In relation with section 2.1.1 of the technical specification, Part 2 we would like you</p> <p>confirm us if both, the project manager as well as the project officer</p> <p>must assist to the seminars.</p>	<p>05/01/2023</p> <p>1) There is no commitment letter template for the country experts. It is a simple declaration from the expert confirming its commitment to work under this contract. However, the Annex 5 of the Technical Specifications proposes 2 templates of commitment letter. Please check if the country expert in question is not in one of these situations. If not, please provide a letter based on one of these 2 templates. Exclusivity of the expert is not required, the expert can work under another contract. 2) It is fine to present more than 27 experts and to have a reserve list but in that case all CVs should be presented. However please clearly specify which are the main 27 experts and which is the reserve. 3) The presence of the project manager during the seminar is compulsory. However the presence of the project officer (or any others) is left to the decision of the contractor as it is part of the evaluation criteria and will be assessed as such.</p>

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				must assist to the seminars.	
3	05/01/2023 07:12	05/01/2023 09:17	Contract Value	The contract value is stated as €750,000. Can you confirm if this is over 2 or 3 years please?	05/01/2023 Please refer to point 1.7 and 1.8 of the tender specifications Part I : The estimated amount for all purchases for the duration of 24 months is EUR 750 000. The contract resulting from this call for tenders will be concluded for an initial period of 24 months, with the possibility to be renewed once for the same period and the same amount.
4	11/01/2023 11:16	11/01/2023 11:18	Broken weblink in Specifications Part 2 doc	In the Specifications Part 2 document there is a link to the existing webpage of the exchanges of good practices - this is broken. Can you please supply a correct link? Thanks] https://ec.europa.eu/info/strategy/justice-and-fundamentalrights/discrimination/gender-equality/who-we-work-gender-equality/mutual-learningprogramme-gender-equality_en	11/01/2023 The correct link is : commission.europa.eu/strategy-and-policy/policies/justice-and-fundamental-rights/gender-equality/who-we-work-gender-equality/mutual-learning-programme-gender-equality_en

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#	Submission date	Publication date	Question subject	Question	Answer
5	05/01/2023 07:26	11/01/2023 16:57	Documents from 2022	Thank you for providing the correct link to the Mutual LEarning page - we cannot see any reports from 2022 events. Can you confirm which events were delivered and when the relevant documents will be published? Also there do not appear to be three events per annum in recent years, only two - do you expect contractors to return to delivering three events in the new contract period?	11/01/2023 In 2022, two seminars have taken place: - Seminar on new approaches to prevent sexual harassment (22-23 September 2022, Copenhagen) - Seminar on sexual and reproductive health and rights with a focus on access to contraception (29-30 November, Paris). Due to our website migration, we have been unable to upload the documents, but this should be done hopefully next week. Another two seminars are foreseen under the current contract bringing the total number of seminars for the 2021-2023 period to a total of six. Under the new contract, the rule will indeed be to implement six seminars over the two-year contractual period, with ideally three seminars per year.

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6	10/01/2023 11:59	11/01/2023 17:14	Eligibility	Are the entities from UK and Switzerland eligible for this bid?	11/01/2023 Yes, UK and Switzerland are eligible for this bid. Please refer to the point 2.2. of the Tender specifications, part 1: Administrative specifications: "As the Agreement on Government Procurement concluded within the World Trade Organisation applies, the participation to this call for tenders is open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions laid down therein."

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7	10/01/2023 13:40	12/01/2023 10:26	Question regarding point 2.1.4 "Seminar Organization" for COVID and unforeseeable circumstances	In the Technical Specifications it is clear that for physical seminars the tenderer should indicate a fixed price per participant to be reimbursed. In the other hand, in case of online seminars, there will be no reimbursement of expenses of travel, etc. In this case, there will be a remaining amount of funds not used in this contract. What is the plan of DG JUST for using this amount of available funds? We are concerned about this issue since the tenderer will sign a contract with DG JUST for a fix amount including reimbursable funds taking into account that all seminars will be physical.	12/01/2023 Following the evaluation of the offers and the award decision, the service contract will be signed for the maximum amount, see article I.4.1. of the draft service contract. The maximum amount includes the fixed prices for services and reimbursable (see article I.4.2. of the draft service contract). According to the point 2.1.4 of the technical specifications: "The tenderer should indicate in his offer a fixed price per participant which will be reimbursed on the basis of a signed participant list. The fixed price per participant including travel, accommodation and meals will remain unchanged for all the period of the contract. The contractor can invoice only the fixed price multiplied by the number of persons physically participating to the seminars. The number of participants will be checked based on the signed participant list. If the participants list are not signed, the cost cannot be reimbursed." These costs are covered under the point B. "TRAVEL AND SUBSISTENCE" (reimbursable) in the Annex 6 - Financial offer form. In case the Covid pandemic and/or any other unforeseeable circumstances prevents from holding physical seminars, the costs for travel, accommodation, meals and venues

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					accommodation, meals and venues will not be reimbursed. The same applies for the costs under the point D: OTHER COSTS including all technical equipment and platform for online seminars which will not be paid in case all events will be physically held.
8	12/01/2023 12:52	18/01/2023 12:11	Clarification regarding to question #7	In relation with the answer of question #7, it is not clear if in the case of online events, the awarded company would be able to invoice professional services for the dedication of the Project Manager, Project Officer and Country Experts, since they will dedicate working time for the preparation of the seminar even though any participant will generate travel expenses. Please, could you clarify this situation? Thank you so much.	18/01/2023 The Project Manager, the Project Officer and the Country Experts will work on the preparation of the seminars regardless they will be physical or online. Their costs (staff costs under point A. of the Financial offer form) are considered as fixed price and will be reimbursed.
9	12/01/2023 15:26	18/01/2023 12:16	Validity of project references	Keeping in mind that during the outbreak of COVID19, projects activities were limited, we would kindly ask you to extend the validity period for project references for technical capacity till 5 years.	18/01/2023 We agree to extend the validity period for the one similar (in scope and complexity) project from three to five years preceding the tender submission deadline as the minimum level of capacity under criterion T1 and T2.

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10	26/01/2023 14:37	30/01/2023 10:30	What is included in "meals"?	Under point 2.1.4 on page 7 of the Technical specifications it is mentioned that the fixed price per participant includes "travel, accommodation and meals." Could you please specify what is included in "meals"? We understand that it includes per person for a 1,5 days meeting: 2x breakfast, 3x coffee break and 2x lunch. Could you please let us know if we would also have to organise a dinner for participants? Many thanks in advance for your answer.	30/01/2023 Yes, we confirm that one dinner should be included in the offer, together with 2 breakfasts, at least one lunch and some coffee breaks.
11	01/02/2023 20:07	03/02/2023 13:11	Signature of technical and financial offer	Please, could you confirm if technical offer and financial offer should be signed by the legal representative? Thanks a lot	03/02/2023 No, the technical offer and the financial offer do not need to be signed by the legal representative.
12	01/02/2023 12:48	03/02/2023 13:18	Nr of seminars in 2023	Do you plan to be delivered any of the seminars in 2023?. If yes, in which month do you expect it? If not, when do you expect to be delivered the first seminar of the Programme?	03/02/2023 Yes, we expect two seminars to be delivered in 2023. The first seminar should already take place after the summer 2023.

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13	01/02/2023 12:45	03/02/2023 17:31	Follow up of each exchange	At point 2.2.3 of the Tender Specifications (TS) Part 2 in the inception report paragraph it is mentioned follow-up of each exchange. In what consist the follow up of each exchange? Is it correct to assume this follow-up is referred to the documents to be produced after the seminars (pg 10 Part 2 of the TS): Summary report (10pgs), a brief summary (1pg) and the Information letter (by the end of December each year). If not, could you give us a more detailed explanation of what is expected with this follow up?	03/02/2023 The documents to be produced after the seminars constitute the deliverables part of the follow-up of the seminars. However, considering award criterion n°1 of the Tender Specifications, Part 1 (Section 3.4 Award Criteria), the tenderer should also consider and explain in its bid: - The strategy for the dissemination of the project results - The monitoring and evaluation methodology.

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14	01/02/2023 12:50	03/02/2023 17:38	Evaluation reports contents	4. At point 2.1.7 of the Tender Specifications Part 2, Evaluation reports, between others is mentioned Programmes results and impacts. We need you to specify more what do you expect we should include at the evaluation's reports on this matter?. Will be possible to measure these impacts and results through the distribution of a survey between the different participants at least 6 months after the seminars in order follow up to what extent have good practices been incorporated in the country?	03/02/2023 The description of what we expect from the evaluation report is detailed in section 2.1.7 of the Tender Specifications, Part 2. It is up to the tenderer to provide its monitoring and evaluation methodology (criterion 1 of the Award Criteria, section 3.4 of the Tender Specifications, Part 1). Surveys can be considered relevant in this process.

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15	01/02/2023 12:46	03/02/2023 17:47	the first exchanges of good practices mentioned in point 2.2.3	2. Shall we understand the first exchanges of good practices mentioned in point 2.2.3 of the TS Part 2 (bullet point First Interim Report) refers to the fact sheet the contractor has to collect from the host and co-host countries in relation with the good practices to be presented at the First Seminar? In that case, following point 2.1.5 (Part 2 of the Tender Specifications) can we assume the Commission will confirm in advance the thematic focus of the seminars and will invite Member States to indicate interest to host or co-host in advance of the contract signature in order to comply with the 9 months in advanced. In relation to this; we haven't found at the Tender Specifications a Kick off Meeting. Could we consider the first coordination meeting with the project manager as Kick off meeting? When will you provide us with the information here above detailed (1st seminar topic, host and co-host countries, dates of the 1st seminar).	03/02/2023 Yes, the factsheet can indeed be considered as a deliverable for the first interim report on the preparation and outcome of the first exchanges of good practices. The discussions for the first seminar under this contract are already ongoing, with a theme and host country already confirmed, but not yet the exact date. Indeed, the first coordination meeting can be considered as the kick-off meeting and it will indeed be organised immediately after the signature of the contract. During this meeting, the Commission will inform the contractor of the state of play of the upcoming seminar to be organised.

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16	03/02/2023 21:38	06/02/2023 14:43	Annex 6: Financial Offer Part E IT costs	Could you please clarify what should be included in the Financial Offer Annex 6, under Part E "IT costs"? Could you please give examples?	06/02/2023 Under the point E : "IT costs" of the financial offer should be included the costs for IT equipment (software, hardware, licence,...) estimated by you as necessary for fulfilment of the tasks described in the Part 2 – Tender specifications, and not included under point D: "Other costs including all technical equipment and platform for online seminars", if any. Your attention is drawn that the costs under point D are not paid in case all events will be physically held (at the contrary to the costs under point E) but have to be included in the total budget.
17	07/02/2023 16:09	07/02/2023 20:21	Country Experts	Considering the answer provided in question number 2; could you confirm that natural persons (individual experts not employed by the tenderer) selected as country experts should provide a simple declaration confirming its commitment to work under this contract, and no other document?	07/02/2023 According to the point 3.2.3. of the Part 1 – Administrative specifications, the letters of commitments signed by each country expert must be provided. In a case the country expert is considered as subcontractor or entity on whose capacity the tenderer relies to fulfil the selection criteria in line with the point 2.4.2 and 2.4.3 of the Part 1 – Administrative specifications, they have to submit also the commitment letter drawn up in the model attached in Annex 5.1 and 5.2.

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