

## Call for tenders' details

Title: Euraxess Worldwide – Fourth Framework Contract for the Development and Animation of the International Network

Start date: 01/03/2023

Time limit for receipt of tenders: 25/04/2023

Contracting authority: European Commission, DG Research and Innovation (RTD)

Status: Closed

## Call for tenders question list

**Call for tenders questions summary**

#	Submission date	Publication date	Question subject	Question	Answer
1	09/03/2023 14:34	13/03/2023 18:01	Letter of Commitments	<p>The current locally based Euraxess representatives (ER) have a very important expertise, which is also important for the future Euraxess FWC. We therefore assume that the Letters of Commitments of the current ER provided for the tender should not contain an exclusive commitment for individual tenderers. We understand that the template included in the tenderer specification is to be used for the commitment letter by identified subcontractor. Are both assumptions correct?</p>	<p><b>13/03/2023</b> Your understanding is correct. According to point 2.4.2 of the tender specification "Subcontracting is a situation where the contractor enters into legal commitments with other economic operators, which will perform part of the contract on its behalf.". As explained further in this point, tenderers are required to identify all subcontractors on whose capacities the tenderer relies upon to fulfil the selection criteria as well as those, whose intended individual share of the contract, known at the time of submission, is above 10%. Any such subcontractor must provide the tenderer with a commitment letter drawn up in the model attached in Annex 5. In what concerns the local staff, as explained in the Tender specifications (page 9: "Regarding staff at the local levels, please see explanation under point 1.6 ("Procedure for specific contract")." as well as the explanation under point 1.6), staff for the local level will be set only after the Contracting Authority requests specific services. Therefore the commitment letter shall not be included in the tender for local staff.</p>

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2	18/03/2023 08:48	22/03/2023 08:18	Regarding Award Criterion 3, Cast Study (Annex 7)	You state in Annex 7 to 'Develop an overall strategy (of not more than 8 pages) for: An overall programme of activities across all hubs; A programme of Local activities, tailoring information and promotion activities according to the hubs; Identify the target audiences and develop an outreach strategy to ensure full dissemination and expand the membership network.' Is the 8 page limitation concerning only the strategy and its three bullets or the entire Case Study reply? Many thanks for clarifying.	<b>22/03/2023</b> The whole case study as described in Annex 7 should not exceed 8 pages. This space should be enough to develop the concept and its implementation.
3	10/04/2023 11:26	12/04/2023 10:30	Deadline extension	Due to the Easter holidays (both Catholic and Orthodox), and the complexity of the tender's requirements, could you kindly consider a deadline extension for submission?	<b>12/04/2023</b> The Easter period has been taken into account for the calculation of the submission deadline. Therefore the Contracting Authority will not extend the deadline for submission.
4	05/04/2023 09:34	12/04/2023 14:48	Deadline Extension Request	Dear Sir, Madam, Given the upcoming Catholic and Orthodox Easter holidays, could you please consider a deadline extension for the submission of tenders? Thank you for your consideration.	<b>12/04/2023</b> Please see our answer to question 3.

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#	Submission date	Publication date	Question subject	Question	Answer
5	10/04/2023 10:50	12/04/2023 18:06	Extension of the submission deadline	Can you provide with a two (2) weeks deadline extension?	<b>12/04/2023</b> The submission deadline was calculated in a way to allow enough time for preparation of strong tenders by potential tenderers. Therefore the Contracting Authority will not extend the deadline for tender submission.
6	10/04/2023 10:50	12/04/2023 18:07	PRICE INDEXATION	You clearly state in I.5.2 Price revision index - Price revision is not applicable to this FWC. Please could you reconsider this approach that is applicable in all other framework contracts? please ask a question and contextualise that all FWC we know have a price revision index as these go over four years and the price list is binding over 4 years. In particular in this geopolitical uncertainty it is fair to have a price revision calculation, especially as some Member States (e.g. Italy) increased the salary of employees following a price revision index up to 10%. Please can you reconsider the indexation approach?	<b>12/04/2023</b> While preparing the tender documents, the Contracting Authority duly assessed the use of price revision. This decision will not be reconsidered at this stage.

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7	05/04/2023 09:35	14/04/2023 09:26	Team composition and price schedule	<p>In the price schedule excel sheet you include 220 person/days per year for the Project Coordinator. However, in our understanding this is a very large project and with different work streams, thus we envisage that there should be more than 1 Project Coordinators. It that case, can we budget for more (i.e. increase the number of person/days) or include another heading? The same question applies also to the other headquarter positions. Thank you.</p>	<p><b>14/04/2023</b> The team at the central level must be composed of one Project Coordinator and at least of one Quality Control Manager and at least of one Financial and Administrative support Officer. Please note, that the total price (cell G44) must not exceed €2,000,000 (two million) as requested in the annex 6 to the tender specification.</p>

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