

Call for tenders' details

Title: Call for tenders for a framework contract for the provision of services to the Commission in the field of evaluation of research and innovation programmes and policies.

Start date: 28/07/2012

Time limit for receipt of tenders: 08/10/2012

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

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	10/08/2012 15:25	14/08/2012 10:57	Study Objectives & Collaborators	3) The tender specification makes no reference to collaborating with other EU partners. Is it acceptable to include EU partners in the tender?	14/08/2012 It is indeed acceptable to include EU partners in the tender.
2	10/08/2012 15:25	14/08/2012 10:58	Study Objectives & Collaborators	1) Can you specify what you mean by the word "services" on page 3 of the Tender Specifications, when you refer to "obtain SERVICES in relation to the evaluation of European Union...."	14/08/2012 The "services in relation to the evaluation of European Union research and innovation activities" mentioned on p. 3 cover the tasks described under 1.2.2 (p.3-6 in the tender specifications).

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3	23/08/2012 09:30	23/08/2012 12:17	Award Criteria	Annex 6 – Award Criteria for Individual Specific Contracts indicates that “The contract will be awarded to the most economically advantageous tender. This will be determined on the basis of the price and the quality of the tender.” (last two lines). Could you please indicate which weight will be attributed to respectively the quality and the price of the tender?	23/08/2012 The 5th Part in the Tender Specifications provides detailed information about the assessment of tenderers, the evaluation of tenders, and the award of contract. Section 5.2.3 “Price-quality ratio” clearly states that: “For award of the contract, price and quality will have the same weight”.
4	23/08/2012 09:37	23/08/2012 12:22	Award Criteria - Corrigendum	In our previous request for clarification on the subject, reference is erroneously made to Annex 6. It is in fact Annex 8. Apologies	23/08/2012 Indeed. Thank you for your message.

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5	23/08/2012 09:33	30/08/2012 10:04	Documents to be Submitted	Annex 6 Letter of Intent for Sub-Contractors (hereinafter "Letter of Intent"), introduces a distinction between two types of sub-contractors, namely (i) sub-contractors structured as a "company/organization", and (ii) sub-contractors acting "in an individual capacity as an external expert". We understand that the documentation concerning the exclusion and selection criteria (legal entity form, financial accounts, etc.) should be provided only by sub-contractors structured as a "company/organization" whereas for "external experts" only the letter of Intent (and, of course, the CV) must be provided. Are we correct?	30/08/2012 No, you are not correct. Rules concerning the exclusion and selection criteria apply for all of the subcontractors. So, the documentation concerning the exclusion and selection criteria should be provided by all subcontractors.

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6	29/08/2012 10:10	30/08/2012 14:55	Implementation of contract (Consistency of wording in specification and special conditions)	<p>Specification: On page 8 chapter 1.5 procedures for specific contract implementation, it is stated that the contractor shall express their availability to carry out the services within 5 working days.</p> <p>Special conditions: We would assume that the wording on page 4 of the special conditions (chapter I.4.1) should be the same.</p>	<p>30/08/2012 You are right, the wording should be the same. Thank you for noticing this.</p> <p>Article I.4.1 should read as follows:</p> <p>I.4.1 Multiple framework contract with reopening of competition</p> <p>Within 15 working days of a request for services being sent by the Commission to the Contractors, the Commission shall receive the specific tender back, duly signed and dated. In the event of failure to observe these conditions the Contractor shall be considered to waive his participation in the specific competition. The Commission may sign a specific contract with the contractor who has submitted the best specific tender on the basis of the award criteria set out in Annex II.</p> <p>Within 10 working days of a specific contract being sent by the Commission to the Contractor, the Commission shall receive it back, duly signed and dated. The period allowed for the execution of the tasks shall start to run on the date indicated in the specific contract.</p> <p>Provisions under chapter 1.5 "Procedure for specific contracts" in the tender specifications remain</p>

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					the tender specifications remain unchanged.
7	29/08/2012 12:08	03/09/2012 12:18	Request of clarifications for the call framework contract for the provision of services ISMERI EUROPA	could you please send me the ANNEX 7 FINANCIAL CAPACITY FORM - in word format? thank you very much	03/09/2012 The Annex 7 "Financial Capacity Form" in Word format is available in the Document Library for download.
8	03/09/2012 10:26	03/09/2012 12:23	Services requested	Can we apply for funding for a systematic review of evaluation activities (including: ex ante impact assessment, ex ante evaluation, interim evaluation and ex post evaluation), in other words. we would not be mounting our own evaluation, rather we would be systematically researching published studies (including government reports) to address a question of efficacy of intervention, ie. the effectiveness of education/training/employment interventions in enabling offenders/ex-offenders to be gainfully occupied, to experience greater social inclusion and well-being and to reduce rates of re-offending. So the key question here does this invitation to tender cover reviews of this kind as opposed to primary evaluation?	03/09/2012 Please read in the tender specifications, in particular point 1.2.2 "Description of tasks", which evaluation activities are covered by this call for tender.

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9	13/09/2012 09:53	17/09/2012 14:12	CVs	We understand that CVs do not need to be signed by individual experts. Are we correct? In case, CV are indeed to be signed, would a scanned signature be enough?	17/09/2012 Yes, you are correct. CVs do not need to be signed.

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#	Submission date	Publication date	Question subject	Question	Answer
10	13/09/2012 15:54	17/09/2012 14:13	Professional and technical capacities	Regarding question "e" on page 16, section 4.2.2 of the Tender Specifications, do we need to supply certificates for all services provided in the past three years? What about where these are not available? Would it be acceptable to provide a list of our main services and job examples without providing certificates?	<p>17/09/2012</p> <p>According to Section 4.2.2 "Selection criteria", p.16 in the tender specifications, "to prove that the tenderer has the economic, financial, technical and professional capacities required in section 3.3, he will have to provide the following documents: (...) e) a list of the principal services provided in the past three years, with the sums, dates and recipients, public or private, of the services provided:</p> <ul style="list-style-type: none"> - where provided to contracting authorities, evidence to be in the form of certificates issued or countersigned by competent authority; - where provided to private purchasers, delivery to be certified by the purchaser or, failing this, simply declared by the service provider to have been effected." <p>This makes it clear that certificates have to be provided when the services were provided to contracting authorities.</p> <p>A certificate or a declaration by the service provider that the service has been effected, will have to be provided when the services were provided to private purchasers.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
11	19/09/2012 11:08	20/09/2012 16:57	RTD-Evaluation FWC-2012-A6	I have sent on 13 september a request of clarification. Unfortunately I did not receive any feedback. this is the question: I know that individual experts not employed by any of the consortium are considered subcontractor. What exactly does the expert have to submit in addition to the letter of intent? the expert as natural person has to submit all the documents (i.e. statement turnover, statement from banks, balance...list services, works) as subcontractor?	20/09/2012 Yes. Individual experts not employed by any of the (joint) tenderers are considered subcontractors, and therefore the selection criteria are also applicable to individual experts. Please also refer to the last paragraph in section 4.2.2. "Economic and financial capacities" and information given under the point "General".
12	13/09/2012 12:15	20/09/2012 16:59	Framework contract concerning the provision of services in the field of evaluation of research and innovation programme and policy	I know that individual experts not employed by any of the consortium are considered subcontractor. What exactly does the expert have to submit in addition to the letter of intent? the expert as natural person has to submit all the documents (i.e. statement turnover, statement from banks, balance...list services, works) as subcontractor?	20/09/2012 Yes. Individual experts not employed by any of the (joint) tenderers are considered subcontractors, and therefore the selection criteria are also applicable to individual experts. Please also refer to the last paragraph in section 4.2.2. "Economic and financial capacities" and information given under the point "General".

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#	Submission date	Publication date	Question subject	Question	Answer
13	25/09/2012 11:07	27/09/2012 11:19	Tables for the financial tender(4.4), which are demanding the “Costs of return travel for one member of Contractor`s location to field work place” and “daily subsistence allowed”.	<p>Is it correct that costs of return travel include only the costs for travelling to/from the appropriate country (i.e. flight or train tickets etc.) and all further travelling to the destination (taxi, local train etc.) is part of the section “Daily subsistence allowed” ?</p> <p>In order to display our costs for travelling across Germany – where we are based – we are fairly unsure about the way to put these down (e.g. colleagues from Berlin have to conduct interviews in Munich). According to the explanatory note, p.21 it seems these travel costs arise as a part of “local transport” (A.2 – Mission Expense) and therefore need to be shown in section “Daily subsistence allowed”. Is that correct?</p>	<p>27/09/2012</p> <p>No, this is not correct. As stated in the tender specifications, Part A.2 on p.21, “Mission expense are the costs of return travel for one member of staff from the Contractor's location to the field work place” and Daily Subsistence Allowance “covers all the subsistence costs (hotel/meals/local transports/etc.) for one member of personnel on mission for a one day of field work”. So the travel of colleagues from Berlin to Munich to conduct interviews is part of the mission expense.</p>

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14	25/09/2012 11:14	27/09/2012 11:19	Tender Specification 1.4.2 and 1.4.3	<p>I guess in both of the following passages you are referring to the specific contract and not the Framenwork Contract?</p> <p>p.7: "One month before the end of the overall duration of each Framework Contract at the latest, each Contractor must also submit a final activity report containing, in consolidated form, all the elements that have to appear in each interim activity report."</p> <p>p.8: "Monitoring meetings between the project leader for each Framework Contract and the User Services on the quality of the services provided under these contracts will be held on the Commission's premises in Brussels and/or Luxembourg normally once a year."</p>	<p>27/09/2012</p> <p>We are indeed referring to the Framework Contract in these passages.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
15	25/09/2012 15:49	27/09/2012 11:22	- "one framework contract will be concluded with each of the eight economic operators".	Framework Contract	27/09/2012 According to the tender specifications (Section 1.3 General requirements of the Framework Contract, p.6), "one Framework Contract will be concluded with each of the eight economic operators, provided enough satisfy the selection and/or enough eligible tenders satisfy the award criteria". This means that one (Framework) contract is signed with each operator who has been selected. Our call intends to select 8 Contractors maximum.
16	25/09/2012 15:49	27/09/2012 11:24	- "the duration of the FC will be one year from the date of signature by the last contracting party". Could you guide and clarify about these issues? thank you in advance...	Framework Contract	27/09/2012 Incomplete statement. According to the tender specifications (Section 1.3 General requirements of the Framework Contract, p.6), "the duration of each Framework Contract will be one year from the date of signature by the last contracting party. The FWC shall be renewed automatically up to 3 times under the same conditions, unless written notification to the contrary is sent by one of the contracting parties and received by the other, in accordance with the provisions set out in the model Framework Contract in Annex 1".

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17	25/09/2012 15:49	27/09/2012 11:27	- "multiple framework contract with reopening of competition" Could you guide and clarify about these issues? thank you in advance...	Framework Contract	<p>27/09/2012</p> <p>According to the tender specifications (Section 1.3 General requirements of the Framework Contract, p.6), "the Directorate-General for Research and Innovation (DG RTD) intends to conclude the contract in the form of a Multiple Framework Contract with reopening of competition. The model Framework Service Contract applicable here is provided in Annex 1".</p> <p>"Multiple" Framework Contracts are separate but identical contracts concluded between the contracting authority and a number of service providers. They lay down the basic terms for a series of specific contracts to be concluded over a given period, particularly the duration, subject, price, implementing conditions and quantities envisaged.</p> <p>"Reopening of competition" refers to the procedure to attribute the specific contracts: each specific contract will be awarded on the basis of offers submitted after a new competition procedure amongst the contractors (and without any priority amongst them), as described in the tender specifications under Section 1.5 "Procedure for specific contracts" (p.8) and Article I.4.1 in Annex 1.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
18	27/09/2012 17:18	28/09/2012 15:42	SUBMISSION ADDRESS	Will be possible to give us more detailed information for the submission address for the registered post and express courier services? The information provided in the invitation letter is considered as incomplete for the courier service providers.	<p>28/09/2012</p> <p>There is no more detailed information we can give about the submission address, where submission is by registered post or by express courier service.</p> <p>Indeed, as mentioned in the invitation letter, where submission is by registered post or by express courier service, tenders should be submitted to the following address: European Commission Directorate-General for Research and Innovation Unit A.6 For the attention of Peter Fisch, Office SDME 02/41 Call for Tenders "Evaluation of research and innovation programmes and policies" BE- 1049 Brussels</p>

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#	Submission date	Publication date	Question subject	Question	Answer
19	02/10/2012 19:06	03/10/2012 10:45	General and Administrative Section	We know that it is necessary to submit three copies of the financial and technical tender, but we would like to know if it is also necessary to submit three copies of the documentation for the general and administrative section.	03/10/2012 Yes, the documentation for the general and administrative section should also be submitted in triplicate. As mentioned in the invitation letter under point 2, "If you are interested in this contract, you should submit a tender in triplicate in one of the official languages of the European Union". A tender includes technical, financial, general and administrative sections.
20	04/10/2012 10:56	04/10/2012 11:05	Time - deadline to deliver tenders by hand	What is the time limit on 8 October to submit a tender by hand?	04/10/2012 As mentioned in the invitation letter under point 3.b, tenderers may choose to deliver tenders by hand not later than 17.00 on 08/10/2012. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

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21	04/10/2012 14:43	04/10/2012 17:09	subcontractors documentation	Usually, in open tender procedures tenderers are requested to provide Administrative information, letter of intent, non exclusion declaration and evidence for technical capacity (CVs and Credentials) for all entities, including subcontractors, while documentary evidence for economic and financial capacity (annual accounts, balance sheets, extract of balance sheets) are to be provided only by lead entity and consortium partners members. According to our interpretation of Tender Specifications it is the case also for this procedure (4.1 General information and 4.2.1 clearly mention that also subcontractors need to provide the documents in question, while 4.2.2 does not). Nevertheless some answers published on e-tendering (in relation to difference between subcontractors and external individual experts) made us doubt of this interpretation. Could you please confirm our interpretation is correct?	04/10/2012 No, your interpretation is not correct. Please see the information given under the point "General" in section 4.2.2 referring to the selection criteria, in the tender specifications p.17.

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#	Submission date	Publication date	Question subject	Question	Answer
22	04/10/2012 14:44	05/10/2012 15:13	"in-house definition"	Can you please give a definition of "in-house expert"? In order to qualify an expert as in-house, should he/she belong to an entity part of the consortium (lead, consortium members and subcontractor firms) or also individual external experts can be considered in-house experts (provided documentation requested to subcontractors is produced) ?	05/10/2012 As mentioned in the tender specifications on p. 14 and p. 16, the "in-house staff" is different from the freelance staff. "In-house" refers to the members of the staff who have a work contract. Individual external experts are considered as subcontractors

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