

Call for tenders' details

Title: Support facility for the network of broadband competence offices (BCOs).

Start date: 30/06/2016

Time limit for receipt of tenders: 12/09/2016

Contracting authority: European Commission, DG Agriculture and Rural Development (AGRI)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	15/07/2016 15:42	28/07/2016 14:43	Full Time Staff	The ToR lists that "at least five permanent full-time staff" must compose the team. Apart from the Team Leader, are the rest of the Full Time Equivalents expected to be the ones listed in pg. 30-31 of the ToR?	28/07/2016 The team will be composed of at least five permanent full-time staff (including the Team Leader). The tender specifications provide in pages 29 to 31 the minimum profiles for the team delivering the service. It is the responsibility of the tenderers to prepare their tender bearing in mind the minimum requirements for this contract.
2	18/07/2016 11:36	28/07/2016 14:44	Eligibility for participation of contact points	Could you confirm whether contact points designated by Member States as national BCOs can participate in this tender?	28/07/2016 The conditions for participation in this procurement procedure are mentioned in point 1.1. of the tender specifications. Contact points designated by Member States that fulfil these conditions can participate in the procedure.

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3	15/07/2016 15:43	28/07/2016 14:47	Publications	Could you please confirm that no reproduction and printing is required for any of the publications listed?	28/07/2016 Publications shall be submitted in different electronic formats such as .pdf files ready for offset printing, copy-machine printing and ready for electronic use. No printing of paper versions is required.

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4	15/07/2016 15:43	01/08/2016 12:21	Videos	What is the exact number of videos foreseen to be developed under MT4? What is their expected length?	<p>01/08/2016</p> <p>As stated on page 17 of the tender specifications, the future contractor is expected to produce at least 43/44 (36+5+2/3) videos per year:</p> <ul style="list-style-type: none"> -Each month at least 3 videos on "good practices". -One video for the winning project in each prize category of the European Broadband Award; currently, there are 5 prize categories with one winner each. Examples at https://ec.europa.eu/digital-single-market/en/news/five-projects-got-first-ever-european-broadband-award ; i.e. the winners of 2015: <ul style="list-style-type: none"> -Breitband Nordhessen (https://www.youtube.com/watch?v=THZWjJurRD4&feature=youtu.be), -RAIN II (https://www.youtube.com/watch?v=n9HMbLMi3BM&feature=youtu.be), -CAI Harderwijk (https://www.youtube.com/watch?v=aTX9qxm1dM8&feature=youtu.be), -guifi.net (https://www.youtube.com/watch?v=gD3HYeD4Lm4&feature=youtu.be), and -Stokab (https://www.youtube.com/watch?v=3qod5Kc5fNI&feature=youtu.be). -2-3 infographic videos per year. <p>Example at https://www.youtube.com/watch?v=po</p>

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					<p>https://www.youtube.com/watch?v=poXrNMII-D4&feature=youtu.be</p> <p>For the expected maximum length of videos, please refer to the above listed examples.</p>
5	18/07/2016 11:35	01/08/2016 12:23	Experience & References	In section 4.2.4 A: Is project experience in communication and mass media related to EU policies sufficient? Or is this project experience specifically required in the field of broadband? Do project references in the field of broadband that include a component on communication and mass media satisfy the aforementioned requirement?	<p>01/08/2016</p> <p>According to the selection criteria 4.2.4.A, tenderers shall demonstrate in the field of networking and communication that, during the last 3 years, they have implemented projects linked to communication and mass media activities, in particular – therefore not exclusively - to Broadband and have set-up or organised at least two major events. Tenderers shall also demonstrate Broadband/ICT experience, including capacity for training and technical support in the relevant fields.</p>

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6	02/08/2016 18:25	05/08/2016 16:50	Pricing and Price Caps	In calculating the overall offer price "P" it is permissible to exceed the estimated total value of 990.000 EUR as long as the sum of the fixed amount for the main tasks plus the most expensive optional task does not exceed the 990.000EUR - is this a correct interpretation of Section 5 of the document? If not could you please clarify using an example.	<p>05/08/2016 The estimated total value of the contract, on the basis of a 12 months contract, is 990,000 EUR covering both the Main and Optional Tasks. The amount foreseen for Optional Tasks (total value of the contract minus Main Tasks) must allow the performance of AT LEAST the most expensive Optional Task quoted in the financial offer per contractual period.</p> <p>For the price-quality ratio, the total amount of Optional Tasks (POT on page 33) is calculated and weighted as established in the Financial Offer (Annex 1 on page 35).</p>
7	02/08/2016 18:26	05/08/2016 16:52	Catering at Seminars	As per MT5.1. the catering for the 1-day seminar for 150 participants is not to be borne by the contractor - is this correct?	<p>05/08/2016 As stated under the point MT5.1, in the table on page 19, the contractor does not provided the catering for the 1-day seminar of 150 participants taking place inside the Commission premises.</p>

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8	02/08/2016 18:28	05/08/2016 16:53	Composition of Pool of Experts	Regarding the members in the pool of experts as of Section 4.2.4 B), of what kind does the affiliation of said experts with the tenderer need to be? Please confirm that a signed letter of intent as demanded for identified subcontractors in section 1.7. is sufficient.	05/08/2016 It is up to the contractor to decide who will be part of the pool of experts. In case any member of the pool of experts is a subcontractor (e.g. freelance), a letter of intent is necessary from each such subcontractor.
9	02/08/2016 18:23	16/08/2016 16:39	Translations	In Section 3.1. of the tender document it is said that all deliverables are to be in English. Yet some passages of e.g. 4.1. could be understood to imply translation is required as part of the mandatory tasks. Could you please confirm that any translation work in the context of the contract is covered by OT5.	16/08/2016 Translations are to be provided by two means only. Firstly, by structuring the website's and electronic media's content in such a way that users can use open source translation tools to translate the content into as many languages as possible, as stated on page 17. Secondly, by means of the OT5, as described on page 23.
10	02/08/2016 18:26	16/08/2016 16:48	Mailing List	Regarding the maintenance of mailing lists in MT4.2. - can we assume that existing contact details on file has been collected compliant with all applicable data protection laws and regulations?	16/08/2016 The mailing lists were and shall continue to be processed in compliance with all applicable rules concerning data protection.

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11	11/08/2016 17:30	30/08/2016 15:35	Identification of Subcontractors	Is the provision of a signed Legal Entity form also required for identified subcontractors?	30/08/2016 Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications, as stated on page 7 of the tender specifications.
12	11/08/2016 18:52	30/08/2016 15:38	Setup of the Support Facility	Please confirm that the assurance of setting up the Support Facility in Brussels according to all relevant specifications is sufficient, and that no signed lease or the like is required.	30/08/2016 Within one month from the entry into force of the Contract at the latest, the contractor must set-up an office in Brussels, as established on page 21 of the tender specifications.

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13	04/08/2016 10:53	30/08/2016 16:12	Main Task 3.1 - Cross-analysis	<p>Under MT 3.1 (b) the contractor is required to “document on a quarterly basis the results of the cross-analysis of measure implementation based on the information provided by the BCOs and on their respective Annual Implementation Reports”.</p> <p>Can you please specify:</p> <ul style="list-style-type: none"> * What are the elements that must constitute the object of the cross-analysis? * Should the cross-analysis refer to and document the activities performed by BCOs? * What is the frequency of this cross-analysis? 	<p>30/08/2016</p> <p>The approach towards the "cross-analysis of measure implementation" will have to be established, based on common input/output indicators, with contributions from the BCOs and to be defined in the framework of the annual work plan. The "cross-analysis of measure implementation" will have to be provided on a quarterly basis, reflecting information from the Annual Implementation Reports, which include the monitoring indicators, and further information provided by the BCOs. The documentation must also provide overview information of RDPs and OPs implementation and/or the use of Financial Instruments (FI) in the broadband sector for the Commission services.</p>

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14	06/09/2016 10:21	06/09/2016 18:08	University Degree Website and Content Manager	Dear madam/sir, On page 30 of the tender specifications, the description of the profile required for the Website and Content Manager indicates that the expert should have a university degree in ICT Technology, Telecom Engineering, Web/Digital Communication. Could the Contracting Authority accept an expert with a university degree in a different field of the three mentioned above? Considering that the expert fulfils all other criteria and has over 10 years of professional experience in the required fields. Thank you in advance for your answer.	06/09/2016 As stated on page 30, the Website and Content Manager/Media Editor(s) shall hold a university level degree in any of the following fields: ITC technology, Telecom engineering, Web/digital Communication.

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