

## Call for tenders' details

Title: Evaluation support service (ESS).

Start date: 10/08/2016

Time limit for receipt of tenders: 26/09/2016

Contracting authority: European Commission, DG for International Partnerships (INTPA)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	12/08/2016 12:09	17/08/2016 14:47	Conflict of interest	We are leaders of the consortium providing consultancy services within FWC LOT1 COM- Evaluation (strategic evaluations). Does this constitute a conflict of interest for participation in this tender?	<b>17/08/2016</b> No tender is excluded from applying a priori. However all candidates have to notify in their offer the existence of conflict of interest and indicate as part of their methodology how they intend to deliver the requested services on strategic or projects/evaluations that had been previously/are currently involved. Their response will be assessed and points given as part of the award criteria
2	18/08/2016 18:49	22/08/2016 09:08	Intended start date of the contract	On p. 12 the ToR mention January 2016 as intended start date of the contract. Are we right to assume that January 2017 is meant instead?	<b>22/08/2016</b> The estimated start date of the contract is January 2017. Please see Instructions to Tenderers point 2.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
3	18/08/2016 18:49	29/08/2016 08:44	Presentation of full-time and part-time experts in the budget	On p. 13 the ToR state that “one full-time post (with the exception of the Team Coordinator) could be held by two people part-time experts”. The budget template only foresees three lines for these positions (one for each full-time expert). Are we right to assume that lines can be added if a position is held by two part-time experts, so that every expert can be presented/budgeted individually?	<b>29/08/2016</b> A further line can be added to ensure you can show two part time posts (with days showing 440 for each part-time core expert).  It is possible to have two part time posts as opposed to one full time post at medium evaluation expert or junior expert level (but not at both levels). Please note that it is not possible to have the team co-ordinator role as anything but a full time post. Please see Terms of Reference section 7.2.
4	18/08/2016 21:03	29/08/2016 08:51	Conflict of Interest	Could you please confirm that no conflict of interest will involve, a priori, Framework Contractors leader of consortium under the FWC Benef 2013 – Lot 7, entitled ‘Governance and Home Affairs’?	<b>29/08/2016</b> The onus is on the tenderer to produce a methodology to ensure conflict of interest, including potential conflict of interest is addressed. See section 10.2 of the ToRs. Please also see answer to question 1.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
5	18/08/2016 18:48	29/08/2016 09:05	Requirements/Col for QA Panel experts	<p>Question 1: On p. 9 the ToR state that „The QA Panel experts will have to demonstrate no current or previous involvement in undertaking of evaluation work for DEVCO“.</p> <p>Could you kindly define what you understand by “evaluation work for DEVCO”? Does it include evaluation work undertaken in the framework of</p> <ul style="list-style-type: none"> <li>• EDF funded projects and programmes?</li> <li>• the FWC beneficiaries?</li> <li>• FWCs on evaluation for DG DEVCO’s Evaluation Unit?</li> </ul> <p>Question 2: If the answer to any of these categories is “yes”, we believe that this clause would effectively eliminate numerous suitable candidates by excluding all with any past evaluation experience in the context of EU development cooperation: In our opinion this would lead to sub-optimal services provided under c) Quality Assurance Service. To allow for optimal service provision under c), could you kindly revoke or reconsider this clause?</p>	<p><b>29/08/2016</b></p> <p>The Quality Assurance Panel is a specific service identified as a 'further service' Section 4.3.1 Please note the QA experts will be identified jointly with the Evaluation Unit (4.3.1 c) at a later stage.</p>

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
6	18/08/2016 18:48	29/08/2016 09:26	CVs of non-core experts	On p. 15-16, the ToR list requirements for potential non-core experts. Are we right to assume that it is not required to submit CVs for these potential non-core experts with our offer and that the selection procedures described in the ToR on p. 15 only apply during the actual implementation of the contract?	<b>29/08/2016</b> The tender documents set out which CVs are required at the tender stage. CVs of non-core experts were not requested. The CVs required for the tender are: Under selection criteria – professional capacity - The core team (Instructions to Tenderers 4.2.2. (a)) - The 5 Permanent 'admin' staff (Instructions to Tenderers 4.2.2. (b)) In the technical offer - CVs to demonstrate procedure for identifying experts, but these experts will not be part of the offer or expected to work on the contract (Annex B III 'Organisation and Methodology, point 2) .
7	26/08/2016 10:16	29/08/2016 09:34	Eligibility of service contracts	Please confirm whether it would be possible to include ongoing projects to fulfil the criteria in Section 4.2.2 of the Instructions to Tenderers, providing that services completed to date and within the last five years exceed the required threshold of EUR300,000.	<b>29/08/2016</b> In the Instructions to Tenderers, section 4.2.2, states that "the tenderer must have completed at least 5 service contracts" therefore, ongoing contracts are excluded. The contracts must be for a minimum value of EUR 300 000 each.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
8	25/08/2016 16:33	30/08/2016 10:06	Technical capacity - languages	In the technical capacity criteria, it is stated that the language of contract must be either French or English. Can you confirm if a bilingual contract (where a significant portion of the project, but not the whole project, was conducted in French) qualifies?	<b>30/08/2016</b> Such a contract would be acceptable if the principal language of the contract was French or English (i.e. the majority of the services provided under that contract were provided in English or French). The tenderer must state the language of the contract in the relevant part of the tender submission form, and therefore must ensure this information is accurate. The Contracting Authority reserves the right to request further clarification about any of the selection criteria if it is not clear in the offer.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
9	11/08/2016 13:44	02/09/2016 15:58	Evaluation support service (ESS) 137406 - Clarification Conflict of interest	<p>Conflict of interest: We take good note of the provisions included in the Instructions to Tenderers (section 3.8) and in the ToR (section 10.2) on Conflict of interest.</p> <p>1) We would appreciate hereby clarification on whether entities which are members of one of the six consortia selected by the EU for FWC COM 2015 LOT 1 Evaluation are eligible to participate as consortium member to the present tender.</p> <p>2) A similar question is whether this applies mutatis mutandis to consortium members under the different lots of FWC BENEf (which include some evaluations e.g. at project and programme level)?</p> <p>3) We understand that entities participating to the above mentioned framework contracts are eligible if they have in place mechanisms which allow to avoid and/or mitigate any potential conflict of interest at the level of the experts which would provide specific ESS services. Is this correct?</p>	<p><b>02/09/2016</b></p> <p>1) Yes. Please see answer 1.</p> <p>2) Yes. Please see answer 1.</p> <p>3) All candidates have to demonstrate their ability to avoid/mitigate potential professional conflict of interest at both company and expert level. Fail to do this will result in no or low scoring in the relevant section of the award criteria.</p>
10	18/08/2016 21:04	02/09/2016 16:00	Conflict of Interest	<p>Could you please confirm that no potential conflict of interest of the tenderer will automatically revert into the exclusion of the bid, if accurately tackled in the methodology?</p>	<p><b>02/09/2016</b></p> <p>Inability to adequately report and avoid/mitigate possible professional conflict of interest will result in no or low scoring in the evaluation grid.</p>

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
11	18/08/2016 21:05	02/09/2016 16:02	Conflict of interest	Could you please confirm that eventual weaknesses in the methodological approach to potential conflict(s) of interest will not automatically revert into the exclusion of the tenderer(s), but they will just imply a reduced technical score?	<b>02/09/2016</b> Please see answer to question 10.
12	05/09/2016 15:56	05/09/2016 15:57	Previous experience with DEVCO evaluations	Is prior evaluation experience with DEVCO required to take part in the tender?	<b>05/09/2016</b> We would like to clarify that prior DEVCO evaluation experience is not required for the purpose of this tender
13	06/09/2016 17:11	07/09/2016 17:43	Nationality of core team	Do members of the core team need to be EU nationals? If not, will the EC assist in securing work visas?	<b>07/09/2016</b> The core team can be non-EU nationals; there is no restriction on the nationality of the core team. The Commission will not assist in securing work visas. All such matters are the responsibility of the contractor; there will be no contractual link between the Commission and any of the core team.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
14	05/09/2016 19:42	07/09/2016 17:52	CVs of Core Team experts	The Technical Evaluation Grid does not include any information on how CVs of core team experts are going to be rated and it also does not indicate the weight of the experts' score in comparison to the technical offer. Could you kindly provide this information?	<b>07/09/2016</b> The CVs of the proposed core team will be evaluated under selection criteria, please see point 4.2.2. of the Instructions to Tenderers. Therefore, the CVs will not be given a 'score' under award criteria. Under the selection criteria, all the proposed core team members must meet the minimum criteria for each position set out in the terms of reference point 7.2. If the proposed team do not meet this minimum criteria, the offer will be rejected.
15	05/09/2016 19:41	07/09/2016 17:57	Annual contracts as references	On p. 6 of the Instructions to Tenderers it is stated that the "tenderer must have completed at least five service contracts" and in a previous clarification (from 29/08/2016) you stated that therefore ongoing projects cannot be included as references. Are we right to assume that annual contracts which fulfil the criteria defined in section 4.2.2 of the Instructions to Tenderers and that are part of a larger, still ongoing project, can be included provided that the specific annual contract itself is a closed and finalised project?	<b>07/09/2016</b> If the contract is related to a project that has been finalised, and the contract has been closed and the services provided under that contract have been satisfactorily completed by the tenderer (as evidenced by the client reference), the contract will be deemed 'completed'.



---

### Call for tenders questions summary

---

#	Submission date	Publication date	Question subject	Question	Answer
16	07/09/2016 17:37	08/09/2016 09:25	"Organisation and Methodology". We would like to know which font we can use.	<p>We are requested to use the template provided to complete the section called 'Organisation and Methodology'. At the same time, we must use font size 12 Times New Roman. However, the template that we are requested to follow is written in font size 11 Times New Roman.</p> <p>-Could you please clarify if we are allowed to use font size 11 Times New Roman when filling in the template?</p>	<b>08/09/2016</b> As indicated in the Tender Section 4.3(2) on page 9 , you should use font 12 Times New Roman.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
17	05/09/2016 19:41	08/09/2016 17:10	Availability of Core Team experts	<p>On p. 8 of the Instructions to Tenderers it is stated that "any expert working on an EU/EDF-finance project, where the input from his/her position to that contract could be required on the same dates as his/her activities under this contract, must not be proposed as a Core Team member for this contract under any circumstances. Consequently, the dates included by a Core Team member in his/her statement of exclusivity and availability in the tender must not overlap with dates on which he/she is committed to work as a key expert on any other contract."</p> <p>1. We believe that this clause would effectively eliminate numerous suitable candidates by excluding all with ongoing commitments which extend to the first half of 2017 and would require them to cancel their involvement in said commitments in order to just be part of a proposal. Could you kindly revoke this clause or consider including a transition phase for the first half of 2017?</p> <p>2. Are we right to assume that this clause does not apply to candidates who would work in a part time position for this contract?</p>	<p><b>08/09/2016</b></p> <p>The clause that states the dates in the Statement of Exclusivity and Availability 'must not overlap with dates on which he/she is committed to work as a key expert on any other contract' should be interpreted as a requirement that the availability of the core-team on those dates does not overlap. So, for example, if a proposed part-time core team member for the ESS is committed to working on another part-time project during the same time period, this is acceptable as long as his/her availability does not conflict with their proposed role and work-load for the ESS. Indeed, in the (unlikely) situation that a proposed full-time core team member is also committed to another contract under which they have to work one day a week at the weekend, this would also be acceptable as they still would be available to work full time on the ESS and their availability for both contracts does not conflict. In answer to point 1 of the question: in light of the above, the clause will not be revoked and there will not be a transition phase. However, it should be noted that some flexibility has been provided in the TOR by allowing candidates to propose one of the full time Core team experts as two Part time experts (see response n 3 ).</p>

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
					<p>time experts (see response n 3 ).</p> <p>Also, candidates have the opportunity to present the organisation of their Core team under the Methodology (see Annex III – third para), which will be scored as part of the Award criteria.</p> <p>In answer to point 2 of the question: All experts have to sign and abide by the exclusivity and availability statements which state they are available (either part-time or full-time) for the position they are proposed for under the contract.</p>
18	19/09/2016 17:20	20/09/2016 14:35	Original signatures on documents	The Instructions to Tenderers requests that signatures in original copies of documents must be in blue ink. It is our understanding that only the tender submission form and the financial offer must be presented as original copies, and that scanned copies can be submitted for other documents. Please confirm whether our understanding is correct.	<p><b>20/09/2016</b></p> <p>The tender submission form and the declarations contained within must be original.</p> <p>The signatures required to authenticate the original technical and financial offer must be original signatures (i.e. not copies).</p> <p>The other documents required may be copies of original documents, but the original must be available for inspection if requested by the Contracting Authority.</p>

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
19	12/09/2016 16:16	20/09/2016 14:36	Conflict of interest	<p>We take good note of the provisions included in the Instructions to Tenderers (section 3.8) and in the ToR (section 10.2) on Conflict of interest.</p> <p>“For the purpose of this contract, the following situations are considered as leading to potential conflict of interest:</p> <ul style="list-style-type: none"> <li>• Provision of advice on pre-existing, on-going and future evaluations implemented by ESS contractor and/or its experts</li> <li>• Provision of advisory services on evaluations of projects and programmes which the ESS contractor and/or its experts have been or are implementing.”</li> </ul> <p>Do the clauses above limit the provision of advice and advisory services in the mentioned tasks of the ESS contractor as a whole, the individual companies who constitute the ESS contractor in the form of a consortium, or are their effects limited to the specific team providing ESS at DEVCO?</p>	<p><b>20/09/2016</b></p> <p>The provisions regarding conflict of interest in the tender dossier refer to situations that can be encountered by the lead candidate, all the companies that are members of the consortium and the individual ESS experts when performing the ESS contract.</p>

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
20	19/09/2016 17:12	20/09/2016 14:39	Budget for expenditure verification	Please can you confirm whether expenditure verification costs are reimbursable under this contract and whether these are included within the incidental expenditure budget line.	<b>20/09/2016</b> In line with Article 28 of Annex B – 'Draft contract and special conditions' of the tender dossier, no expenditure verification report for this contract is foreseen. As a general rule, expenditure verification costs fall under reimbursable expenditure.
21	01/09/2016 18:33	20/09/2016 15:41	Use of incidental expenditure budget	Please confirm whether the foreseen incidental expenditure budget can be utilised for the development of online tools and systems to be delivered under 4.3.1a) - Evaluation advisory and other related services or whether such tools should be developed at the contractor's own cost.	<b>20/09/2016</b> No new IT tools/software will be developed as part of the ESS service. The list of services under 4.3.1a are aimed to facilitate collection and reporting of information gathered using existing software authorised by DIGIT to ensure coherence, quality and efficient and sustainable knowledge management of all ESS services
22	20/09/2016 18:03	21/09/2016 17:19	Development of online tools and systems	Regarding the development of online tools and systems to be delivered under 4.3.1a) - Evaluation advisory and other related services, could you detail the list of the "existing software authorised by DIGIT" that we should use for the service?	<b>21/09/2016</b> The key software/tools to be used for the delivery of the ESS services currently are: Cap4DeV and EVAL MOD. All MS office packages, Outlook, Confluence are also authorised by DIGIT.