

## Call for tenders' details

Title: Innovation demand-side monitoring system.

Start date: 18/04/2013

Time limit for receipt of tenders: 04/07/2013

Contracting authority: European Commission, DG for Internal Market, Industry, Entrepreneurship and SMEs (GROW)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	23/04/2013 12:55	26/04/2013 09:07	Question on the financial capacity of the service provider	Is it acceptable for a member of a joint offer not to present the documents required in 5.2.2 of the tender specifications (asking evidence for two or three financial years), due to the fact that it is newly established?	<b>26/04/2013</b> A new established economic operator which is unable to provide one or other of the documents referred to in the chapter 5.2.2, points a), b), c) and d) of the tender specifications may prove his economic and financial capacity by any other existing document(s) from the creation/early days of the company which the Commission considers appropriate (e.g. business plan). In any case, the Commission must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

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#	Submission date	Publication date	Question subject	Question	Answer
2	23/04/2013 12:18	26/04/2013 09:14	FINANCIAL AND ECONOMIC CAPACITY	<p>Dear Sir or Madam,</p> <p>I have recently seen several tenders which fall within my exact area of research and expertise. However, I have not applied for the tenders due to concerns about the Financial capacity criteria.</p> <p>Is there perhaps a person with whom I could speak about the issue?</p> <p>I would greatly appreciate any help you or your colleagues could provide.</p>	<p><b>26/04/2013</b></p> <p>The economic and financial capacity will be assessed on the basis of the documents referred to in 5.2.2 of the tender specifications.</p> <p>The requests for additional information and the answers may be made exclusively through e-tendering by following the link indicated in the contract notice and repeated below: <a href="https://etendering.ted.europa.eu/cft/cft-display.html?cftId=186">https://etendering.ted.europa.eu/cft/cft-display.html?cftId=186</a>. Therefore, if you have specific questions related to this call please contact us via e-tendering.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
3	30/04/2013 16:15	08/05/2013 11:44	costs WP6 and WP7	Do the costs for the organisation of workshops, plus travel and subsistence of the participants (at least 6 speakers, audience of 60 persons) (WP6) as well as the organisation of the final conference, travel and subsistence for invited participants (WP7) need to be taken into account of the financial proposal? Can we assume that the project partners preparing the roadmaps and presenting their results at the final conference do not be financially covered here?	<p><b>08/05/2013</b> The costs for the organisation of workshops, plus travel and subsistence of the participants (WP6) as well as the organisation of the final conference, travel and subsistence for invited participants (WP7) need to be taken into account of the financial proposal. Please note that in the financial proposal work packages 5 and 6 have been switched.</p> <p>The project partners preparing the roadmaps and presenting their results at the final conference will be financially covered via the call for proposals number 68/G/ENT/CIP/13/C/N02C011 (for more information please visit <a href="http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/index_en.htm">http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/index_en.htm</a>), launched in parallel with the present call for tender.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
4	13/05/2013 09:03	14/05/2013 09:24	Wp6 costs	Which costs exactly are covered by the European Commission for wp6?	<b>14/05/2013</b> The Commission will cover the costs related to the participation of Commission staff in each of the workshops. The contractor will need to bear all costs related to the technical organisation of the workshops at the places chosen. Please note that the contractor will have to bear only the travel and subsistence expenses for invited speakers/experts, but not for the participants (the audience), which is expected to cover these costs from their own funds: "Each workshop should involve at least 6 speakers/experts and be planned for an audience of 60 persons" (see page 7 on work package 6).

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#	Submission date	Publication date	Question subject	Question	Answer
5	30/05/2013 11:37	04/06/2013 09:22	Request for Clarificatio for Ref. Call for Tenders: No 276/PP/ENT/CIP/13/C/N03C041 - Innovation Demand-side Monitoring System	I would like to ask a request for clarification regarding the involvement of SME in the bid: as mentioned in the Tender Specifications (pag.19) the SMEs are particularly encouraged to submit tenders either in its own or by constituting a bid. This means that SME's should be involved as partners in the consortium composition by mean of their federations or you refer to encourage SMEs as Management Consultancy organizations?	<p><b>04/06/2013</b></p> <p>The Directorate General for Enterprise and Industry has the task to promote opportunities for Small and Medium sized Enterprises (SMEs) and is aiming in its activities to facilitate the activities of SMEs. In this context, SMEs are particularly encouraged to submit tenders either on its own if feasible or by constituting a bid using either of the options mentioned in paragraphs 2.6 and 2.7. Tenderers, including SMEs, may choose between presenting a joint bid (see 2.7) and introducing a bid as a sole contractor, in both cases with the possibility of having one or several subcontractors (see 2.6). Whichever type of bid is chosen, the tender must stipulate the legal status and role of each legal entity in the tender proposed and the monitoring arrangements that exist between them and, failing this, the arrangement they foresee to establish if they are awarded the contract (see 2.6 and 2.7). In this respect it is up to the tenderer to decide on what is the best structure for its tender.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
6	17/06/2013 14:35	18/06/2013 10:00	Presentation of the Tender	I would like to ask a request for clarification regarding the presentation of the tender: The tender must be submitted in TRIPLICATE, that means one original and two copies?	<b>18/06/2013</b> The tender must be submitted in triplicate, meaning one original and two copies.
7	10/06/2013 14:49	18/06/2013 11:18	WP7	I would like to ask you a request for clarification with regard to the WP7. The question n.3 published on 08/05/2013 and question n.4 published on 14/05/2013 were answered in contradictory manner. Could you be so kind to clarify which kind of cost will be covered by European Commission for WP7? Should the cost of travel and subsistence for invited participants to the Final Conference be taken into account in the financial proposal?	<b>18/06/2013</b> The contractor will need to take into account the travel and subsistence expenses for invited participants (speakers, experts) in the financial proposal. The project partners preparing the roadmaps and presenting their results at the final conference will be financially covered by the call for proposals number 68/G/ENT/CIP/13/C/N02C011 (for more information please visit <a href="http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/index_en.htm">http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/index_en.htm</a> ), launched in parallel with the present call for tender.

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#	Submission date	Publication date	Question subject	Question	Answer
8	13/06/2013 13:09	18/06/2013 14:42	Eligibility of participation	Hello, I am an EU Liaison officer at the Tel Aviv University. A researcher of ours has been invited to join a group submitting to this tender. Reviewing the specifications it is not clear to me if we are eligible to submit, and if yes who should sign the declaration regarding the exclusion criteria, the researcher of the authorised legal representative of the university	<b>18/06/2013</b> Israël being included in the Plurilateral Agreement on Government Procurement (GPA), you are eligible to submit (cfr 3.3. of the technical specifications). The declaration regarding the exclusion criteria should be signed by the researcher if he is acting on his own behalf, and otherwise by the authorised legal representative of the university.
9	13/06/2013 13:16	18/06/2013 14:44	Eligibility of University to participate	Sorry, typo in previous question, on the declaration of the exclusion criteria, who signs, the researcher OR the authorised legal representative	<b>18/06/2013</b> The declaration regarding the exclusion criteria should be signed by the researcher if he is acting on his own behalf, and otherwise by the authorised legal representative of the university.

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#	Submission date	Publication date	Question subject	Question	Answer
10	18/06/2013 09:44	18/06/2013 17:46	Request for clarification WP2	Can you confirm that Work Package 2 is only concerned with “complementary measures” and not procurement, standards or legislation? If so is there a definition of complementary in this context?	<p><b>18/06/2013</b>                      The call text mentions:                      “The contractor is requested to further develop and gather ideas on additional demand-side policy measures. So far, these measures are largely grouped into (a) legislation, (b) standardisation, (c) public procurement and (d) complementary measures. Especially category (d) needs further ideas and examples of good practices.”                      This means that the contractor is free to provide further ideas on any of the elements, but that the focus should clearly be on complementary measures.                      Demand-side innovation policy is a policy field under development. That is why this call for tender was launched. Hence, there is no clear definition of “complementary measure”, but the list of bullet points provided in the description of Work package 2 gives many indications what such measures could be.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
11	18/06/2013 09:44	18/06/2013 17:52	Request for clarification WP3	Could you provide guidance on the balance in WP3 between monitoring against plans only (i.e. reporting against milestones achieved) and providing assistance to the road map projects?	<b>18/06/2013</b> The tasks to be carried out in Work package 3 are described in the call document, as well as the tasks which involve assistance to the roadmaps projects (Work package 4).
12	18/06/2013 09:44	18/06/2013 17:54	Request for clarification - reports	The tender specifications envisage an evaluation report to be submitted after 34 months applying the methodology developed in work package 1. Can you please confirm this is the output of the activity described under work package 3 "The contractor is requested to provide the final report at the end of the contract which takes into account the findings of the two progress reports and the first steps of the implementation of the demand-side actions developed in the projects"?	<b>18/06/2013</b> The content of the report to be submitted after 34 months (autumn 2016) is described in chapter 1.3. Reports and Documents: "One report (in word and pdf) after 34 months (autumn 2016) which, by applying the methodology developed in work package 1, provides an evaluation of the work on the roadmaps and the first steps of the implementation, and which provides recommendations for the application of a methodology toolbox for the planning and implementation demand-side policy measures." The final report therefore needs to take into account the work carried out in Workpackage 3, but goes beyond that.

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#	Submission date	Publication date	Question subject	Question	Answer
13	18/06/2013 09:44	18/06/2013 17:55	Request for clarification "Developing an Evaluation and Progress Methodology"	Under Work Package 3, the tender specifications refer to the document "Developing an Evaluation and Progress Methodology" (ENTR2008/006). Can you please clarify whether the methodology to be developed for monitoring and evaluation under the current tender should start from the mentioned document or can be independent from it?	<b>18/06/2013</b> Work package 1 states: "The contractor is requested to develop a monitoring and evaluation methodology toolbox which provides guidance to public authorities on how to assess the progress, degree of implementation, costs and benefits, as well as the achieved results of demand-side policy measures carried out by public authorities. There are several studies and evaluations of demand-side policy measures at national level available on which this work could be based." Hence, the contractor is free to base this methodology on previous work done, but also to develop a new approach.
14	18/06/2013 09:44	18/06/2013 17:56	Request for clarification WP5	With reference to Work Package 5, on page 9 the Tender Specifications mention that the deliverable "Working paper on methodology for the measurement of demand for innovation" has to be submitted 17 months after the start date of the contract while on the next page the "Working Paper" has to be submitted 16 months after the start date of the contract. Are they two different deliverables?	<b>18/06/2013</b> No, the tender specifications in 1.3. state that only one (statistical) Working Paper needs to be drafted (and one work plan, one handbook, one brochure and four reports). The timing is indicative to help the contractor to structure the workload.

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#	Submission date	Publication date	Question subject	Question	Answer
15	18/06/2013 09:45	18/06/2013 18:13	Request for clarification WP6	<p>On page 7 of the Technical Specifications there are mentioned 4-6 workshops.</p> <p>Questions: 1.Is the tenderer expected to make a proposal with an exact number of workshops?</p> <p>2.How does the Commission see their role in the participation of the workshops mentioned under Work Package 6?</p> <p>3.Can you please clarify in which project months the workshops should take place and the deliverables of Work Package 6 should be delivered?</p> <p>4.Is the tenderer requested to make a suggestion as to the timing of the workshops and the delivery of 2-3 page summaries?</p> <p>5.Is the primary objective of the workshop to educate the participants and disseminate the outcome of the studies, or for the development of the toolkit to learn about best practices?</p> <p>6.Is there a distinction between 'Demand-side innovation policy measures' and 'Innovative demand-side policy practices' as mentioned at the page 7 of the Tender Specifications?</p> <p>7.In the description of Work Package 6 in the tender specifications the tenderer is asked to indicate the specific cities for the two workshop</p>	<p><b>18/06/2013</b></p> <p>1.Yes, the tenderer is expected to propose an exact number of workshops.</p> <p>2.The organisation of the workshops is the responsibility of the contractor. The Commission might participate.</p> <p>3.The contractor is free to propose a timing.</p> <p>4.Yes.</p> <p>5.The objectives of the workshops are described in Work package 6.</p> <p>6.Demand-side innovation policy is not yet a well-defined policy area. A policy measure could be a well-defined public policy, whereas a policy practice would be an instrument occasionally applied without an underlying strategy. The descriptions were used to leave room for any kinds of instruments which could qualify as demand-side measures and therefore looked at in the workshops.</p> <p>7.Yes. The locations proposed by the tenderer allow the Evaluation Committee to verify if the tenderer complies with the description of the tasks in Work package 6: “These workshops shall take place across Europe and take especially locations in countries into account which are not Innovation Leaders”.</p>

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				specific cities for the two workshop outlines. Is there a specific reason to do this selection at this point?	
16	21/06/2013 10:28	21/06/2013 14:28	WP7 - Conference	Could Enterprise and Industry kindly confirm whether for WP7 the Commission envisages the conference taking place at a Commission venue or in a private conference location in Brussels?	<b>21/06/2013</b> It is not envisaged that the conference takes place in a Commission venue. Hence, the cost of a private conference location in Brussels need to be taken into account in the offer.
17	21/06/2013 18:17	24/06/2013 10:27	WP7= Conference costs	In relation to the conference costs could you please clarify if the costs should also cover the travelling expenses of the audience or only of the invited speakers and experts that will be expected to be actively involved ?	<b>24/06/2013</b> For both work packages 6 and 7 the contractor will have to bear the travel and the subsistence expenses only for invited speakers/experts, but not for the other participants (audience) and Commission staff, who are expected to cover these costs from their own funds.
18	21/06/2013 12:05	24/06/2013 10:29	Conference costs WP7	The addendum to the specifications state for WP7 that "The contractor will need to take into account the travel and subsistence expenses for invited participants (speakers, experts) in the financial proposal". Does this mean that we reimburse T&S only those that assist us in delivering the conference or are we required to budget to refund the audience too? The use of the term "participants" seems different in WP6 and WP7 hence the confusion.	<b>24/06/2013</b> For both work packages 6 and 7 the contractor will have to bear the travel and the subsistence expenses only for invited speakers/experts, but not for the other participants (audience) and Commission staff, who are expected to cover these costs from their own funds.

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#	Submission date	Publication date	Question subject	Question	Answer
19	22/06/2013 18:39	24/06/2013 16:38	Work Package 4 - 'Coaching' / Support	Are we required to prepare the coaching offer on a number of themes selected by us that we deemed suitable/helpful to the to the roadmaps project partners or will this need to be tailored to whatever needs arise during the project and therefore the themes will be decided on at the time by either the project partners or the Commission? Also, are we expected to provide the proposed timing of these activities or will that be decided by the Commission?	<b>24/06/2013</b> The 'coaching'/support needs to be tailored according to the needs of the project partners who prepare the strategic roadmaps. Some possible topics are mentioned in the task specifications for this work package. As stated in the specifications, the support needs to be provided on request of the Commission. Therefore, the timing of these support actions will have to depend on the needs of the project partners and on the progress of the roadmaps.

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#	Submission date	Publication date	Question subject	Question	Answer
20	20/06/2013 10:19	25/06/2013 09:25	Technical capacity - Evidence	On p.34 related to evidence for technical and professional capacity, we have to provide "e) an indication of the technicians or technical bodies involved, whether or not belonging directly to the firm, especially those responsible for quality control". Could you please specify what you mean by technicians or technical bodies and if relevant, in what form should we provide this evidence? Thank you.	<b>25/06/2013</b> The tenderer may demonstrate his technical capacity regarding 'quality control' by providing the EC with a 'quality certificate' such as an ISO one or, alternatively, describe how many human resources (employed or contracted) are involved in those 'quality control' tasks. For the specific technical capacity linked to the tasks to be performed, describe how many human resources (employed or contracted) are available to carry out the works that are detailed in part 1.1 of the technical specifications in the necessary professional fields (e.g. knowledge of the issues at stake and organisation of the planned events).

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#	Submission date	Publication date	Question subject	Question	Answer
21	27/06/2013 17:51	28/06/2013 10:25	Subcontractig	Regarding the point 2.6. Subcontracting. Does the contractor has to provide the form Annex 6.5 filled and signed even for small subcontracting task (photograph services for the events, hostess, etcc... ? Is there any ceiling to considered?	<b>28/06/2013</b> In case of subcontracting activities, as defined at the point 2.6 of the tender specifications, it is necessary that the subcontractor submit a letter of intent. There is no ceiling to be considered in this situation. Minor ancillary services like photos for events, hostess etc. cannot be considered subcontracting and, therefore, they do not fall under the requirements for documents listed in the table of section 6.7.

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#	Submission date	Publication date	Question subject	Question	Answer
22	27/06/2013 12:39	28/06/2013 12:05	Legal Entity Form	Regarding the point 4.2.1, section a) of the tender specifications. If our entity is already registered in Commission files for having been awarded several grants in FP7 and other programs, do we are obliged to provide again the Legal Entity Form and the supporting documents indicated?	<b>28/06/2013</b> As stipulated in the section 4.2.1 of the tender specifications economic operators already registered as a legal entity in the Commission's files (i.e. they are or have been contractors of the Commission) are not obliged to provide the evidence requested in the form, on condition they indicate in their offer the references of the procedure and the Commission's department for which this evidence was already provided. It is also necessary that the issuing date of the documents does not exceed one year and that they are still valid. In such a case, the candidate or tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure or grant procedure and confirm that no changes in his situation have occurred.