

Call for tenders' details

Title: Facilitation of informal educational activities on the European Union for students in their 9–13 years of education (age group: 14–18; key stages 4–5).

Start date: 27/09/2016

Time limit for receipt of tenders: 28/10/2016

Contracting authority: European Commission, DG Communication (COMM)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	18/10/2016 15:52	19/10/2016 16:50	Travel Costs	Travel Costs from Schools to EU Offices are they underwritten by the schools or the project?	19/10/2016 Travel Costs from schools to EU offices are financed by the schools but the contractor may decide to cover part of the costs to encourage schools to participate.
2	18/10/2016 15:53	19/10/2016 16:52	Venues	Venues – Outside of main London offices, are the Venues made available at the EU regional offices Offices if not does the contractor locate and confirm venues?	19/10/2016 Only Europe House in London can be used to host visits. Offices in Edinburgh, Cardiff and Belfast cannot host sessions. The contractor is responsible for locating and confirming venues. If schools agree these could be at the premises of the schools participating.

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#	Submission date	Publication date	Question subject	Question	Answer
3	18/10/2016 15:54	19/10/2016 16:53	Venues	"When delivering at external locations, facilitators to explain the functions and promote the programmes of the EPS at Europe House." - What and Where are the referenced external locations?	19/10/2016 External locations can be schools premises where the sessions will be held or a venue located, booked and paid for by the contractor.
4	18/10/2016 15:55	19/10/2016 16:55	Venues	Are school / campus settings classified as an external locations?	19/10/2016 Yes – provided that the school / campus offers to host the sessions they can be used and considered as external locations.
5	18/10/2016 15:56	19/10/2016 16:56	Venues	Venues – Recca of venues – is this required if they have been used previously?	19/10/2016 Could you please further clarify your question?
6	18/10/2016 15:56	19/10/2016 16:57	Students	Students – How many students per session? Current data shows 40.	19/10/2016 Number of students per session may vary. We recommend a minimum of 12 students and a maximum of 40.
7	18/10/2016 15:57	19/10/2016 17:01	Research	Research – Is there any research available on the impact of sessions to date other than that stated in the document which relates to lack of understanding due to lack of interest?	19/10/2016 Please find attached the annual report on the school sessions carried out in 2015.

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8	18/10/2016 15:58	19/10/2016 17:05	Facilitator Training	How and when is it proposed that this takes place?	<p>19/10/2016</p> <p>The staffs of the EC Representation and the EP Information Office stand ready to provide additional information on the EU needed for the sessions. However, as described under section 2.1.3 the facilitators are expected to have "expertise in EU matters required to provide the services requested including: Knowledge of EU policies benefitting UK citizens, knowledge of EU programmes and opportunities benefitting UK youth; Knowledge of the work and role of the European Parliament, the European Commission, the competences and decision making procedures of European Institutions; Knowledge of other Member States of the EU and an interest in UK politics and current affairs." The timing and method for providing additional information will be agreed between the EC/EP staff and the contractor.</p>

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9	18/10/2016 15:59	19/10/2016 17:07	MEP's invitation to participate	Is there a process for this? How much notice is required? What is the current % of take up by MEP's? Are they paid expenses, if so is this the responsibility of the contractor?	<p>19/10/2016 The process to invite MEPs is down to the contractor to conceive. Travel expenses may or may not be paid to the MEPs. If the MEPs request payment of travel expenses it is for the contractor to assess, accept and pay for those or decline.</p> <p>24/10/2016 To further clarify reimbursements to MEPs: MEPs already have travel allowances therefore there is no need to reimburse their travel expenses.</p>
10	18/10/2016 15:57	19/10/2016 17:08	Bookings Service	There is an existing service in place – can we be advised on the structure and process currently operating?	<p>19/10/2016 An overview of the current service is available at: https://involver.org.uk/europe-house/</p>
11	18/10/2016 15:59	19/10/2016 17:09	Resources – Additional and Complementary	Where will these resources reside and how will they be made available?	<p>19/10/2016 Plenty of info materials and resources are available on European Commission websites e.g. https://bookshop.europa.eu/en/home/ or https://ec.europa.eu/unitedkingdom/ or http://europa.eu/</p>

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#	Submission date	Publication date	Question subject	Question	Answer
12	19/10/2016 12:04	19/10/2016 17:11	Numbers of sessions per week.	<p>In the documentation it says that there should be at least one session per week and no more than three. We would like to know whether this is to be taken strictly literally or whether these numbers will be averaged over a longer period (e.g. a month or a quarter). Where we are responding to schools' requests it will be difficult to guarantee a session every week, or to turn away schools where there are already three sessions in that week. There are also issues of economy when travelling, where it may be advantageous to do more than three sessions in a region all in the same week.</p> <p>Understanding how this will be calculated therefore has an impact on how we calculate costs.</p>	<p>19/10/2016 This requirement is included to ensure a balanced implementation of sessions over time. However, we acknowledge that it may not be possible to offer a session each week of the year and that there may be demand to cover more than three sessions a week. In total we seek the contractor to carry out circa 25 sessions / quarter of a year.</p>
13	19/10/2016 12:17	19/10/2016 17:13	Submitting information online	<p>It is not clear to me from this website or the supporting documentation where and how we submit the information online.</p> <p>I can see how we submit the hard copy. Do we also need to submit online and if so please provide a direct link to where this needs to be done?</p>	<p>19/10/2016 The eTendering module is used to publish the call for tender documents and for asking and answering questions. For the time being applications cannot be submitted online. As described in the Letter of Invitation under section 3: "You must submit your tender on paper, in one original and two copies, one of which unbound".</p>

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14	27/10/2016 12:25	27/10/2016 15:29	Apparent contradictions in which information should be submitted at which time.	In the Checklist (part B) it lists "documents which must not be submitted with the tender". Under 'Technical Capacity' the three areas listed as criteria overlap with points 4 and 6 of the 'Technical Tender' (part A1). In Annex 1 it states "Only technical offers which fully reflect on all the elements set out under sections 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 will be compliant and be evaluated." In fully reflecting on these in our Technical Tender it is impossible not to submit documents that also cover the criteria in B6, B7 and B8. Please can you confirm that we will not be excluded from the process if information relating to these criteria is submitted as part of our Technical Tender?	27/10/2016 Submission of documents under part B of the Checklist will not result in the exclusion of participants from the tender procedure.

Generated on the 30/05/2024 17:59:24 - Generation time 23 ms