

Call for tenders' details

Title: Technical helpdesk for the testing of environmental footprint rules.

Start date: 19/04/2013

Time limit for receipt of tenders: 03/06/2013

Contracting authority: European Commission, DG ENV+CLIMA

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	30/04/2013 15:01	02/05/2013 12:32	rules for pilot	'rules for pilot' mentioned on pg 12 paragraph 3.3 of the tender specifications document. Will this document (rules for pilot) be available to tenders?	02/05/2013 Yes. Please Note the draft guidance documents referred to in the tender specifications have just been uploaded into the Document Library. A final version of each document will be uploaded in the EU footprint website: http://ec.europa.eu/environment/eussd/smgp/index.htm as soon as the pilot call will be published.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	02/05/2013 20:56	07/05/2013 08:26	Background data - data not in the main databases	Is it correct that it will not be the responsibility of the contractor to develop new data sets (e.g. for specific materials) in case they would not be available in the main commercial databases (GaBi and ecoinvent)? If such data sets would be required, will they be provided by the pilot participants?	07/05/2013 It will not be the responsibility of the contractor to develop new data sets. It will be the responsibility of the Technical Secretariat to create such datasets if needed. However, in case the creation of such datasets will be based on primary data provided by single participants under confidentiality agreement, it will be the role of the contractor to create a dataset based on the primary data provided by the participants (i.e. producing an average dataset)

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
3	02/05/2013 20:50	07/05/2013 08:30	Review subtaks as part of Task 3	Which requirements are put on the review process and on the reviewer qualification? Is the formal review of the data sets against the PEF/OEF done separately from the pilots and not to be covered by the contractor? Or is the contractor to take the – very resource-demanding - formal role of independent external reviewer for the randomly selected data sets of the pilot studies (potentially including those used when developing the PEFCRs/OEFSRs)? Please consider that acc. to the PEF requirements this would imply to involve/contract experienced technical experts from the specific industries and processes documented in each of the respective LCI data sets.	07/05/2013 The contractor will not act as reviewer 07/05/2013 The previous reply could be misleading. What is meant is that the contractor will not have to systematically review all data sets but, based on his/her experience, should proceed to checks in case data provided seem not realistic. For this task the contractor is neither requested to comply with the PEF/OEF review requirements nor to sub-contract it to technical experts fulfilling those requirements.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
4	02/05/2013 20:48	07/05/2013 09:10	Review subtask under Task 3 (Acting as a data centre)	The TS states that the contractor will gather and store all the “results” provided by the participants. As to life cycle inventory data: does it mean that LCIA results OR LCI result data sets OR unit process data sets will be provided to the contractor? If the first or second option are correct: how and with which ambition are the consistency checks and reviews to be done? If the third option is correct: is the contractor required to model the life cycle system for the pilot case studies (or only for the benchmarks in the PEF CR)?	07/05/2013 This requirement refers particularly to the inventory data provided under confidentiality agreement. The contractor is not required to model the life cycle for all pilot studies, but to support the Technical Secretariat after the results of the PEF CR/OEFSR supporting studies are available to calculate the benchmark for each product/sector against the selected environmental impact categories and to identify the performance classes for each impact category selected.
5	02/05/2013 20:47	07/05/2013 09:12	Pilot Projects - help desk coverage and official status	- Is it correct that the work of the help desk relates exclusively to those pilot projects that will be led by the Commission? - Regarding the term “pilot projects”: is it correct that this term refers to those PEF CR/OEFSR and PEF/OEF case studies that are to be supported via the helpdesk function of this tender? If not: who decides, which activity by third parties will be called “pilot project” under the PEF/OEF and this contract?	07/05/2013 This is not correct. The work of the helpdesk will support all pilots selected (i.e. both those lead by the Commission and those lead by other stakeholders). The list of pilots selected will be available on the Environmental Footprint web page (http://ec.europa.eu/environment/eussd/smgp/index.htm), tentatively by the end of September 2013.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
6	07/05/2013 17:45	08/05/2013 10:32	Exclusion criteria	<p>Can you please clarify what do you mean by "Among the different situations of exclusion, it is particularly relevant that contractor or any of his sub-contractors will not work, during the entire validity of the contract, as consultant for any of the companies/associations involved in any of the pilots carrying out activities related to or linked with the pilot projects themselves."?</p> <p>If a company A participate to the pilot for a certain product, and then asks to the helpdesk contractor to carried out a LCA for another product (not assessed in the pilot testing), is it also considered as exclusion criteria?</p> <p>Does it mean that any business it forbidden between a company participating to the pilot and the helpdesk contractor during the entire validity of the contract?</p>	<p>08/05/2013</p> <p>NO, this clause is aimed at avoiding any evident conflict of interest which might cause a lack of trust among companies participating in the pilot. Let' make an example: a PEFCR on shampoos is developed. Company A decide to contract the Helpdesk contractor to develop an EPD at the same time on their own shampoo: this would be a situation where the clause would apply. If the same company A ask the Helpdesk contractor to develop an EPD on a "detergent" they produce, this would not be a situation where the clause would apply (unless there is another PEFCR pilot on detergents). In all cases the Helpdesk will have to communicate possible cases of conflict of interest to the Commission who will decide if the risk is real and, in that case, the dossier will be discussed with the Steering Committee.</p> <p>This clause applies equally if company A is a member of the Technical Secretariat or simply a stakeholder formally following the PEFCR development process.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
7	15/05/2013 17:41	15/05/2013 18:01	Criteria relating to the tenders (Pag 7): The most important services shall be accompanied by certificates of satisfactory execution.	What kind of certificate would we need to provide as a Satisfactory Execution Certificate? Is it necessary for both projects and services? Could you provide any template or example?	15/05/2013 There is no specific form or template for the certificate of Execution. This is usually in the form of a letter from a satisfied client. List of relevant services also means a list of relevant projects.
8	16/05/2013 10:42	16/05/2013 11:09	E-Learning provision	Please could you confirm or correct my interpretation of E-Learning needs. One e-learning package relating to the 5 webinar subjects (based on subjects most requested by participants) and one package for each of a PEFCR's and a OEFSR's (of your choosing) - These will both be made available in English, French and one additional language (selected from the list). In addition, what is your interpretation of an elearning package? - Could the webinars be included in this?	16/05/2013 We are talking about 2 packages in total: 1 tailored around a specific PEFCR and 1 tailored around a specific OEFSR. Subjects are related both to the trainings and webinars delivered. Thus, the 2 packages can draw on information delivered and issues raised during the trainings and webinars, but have to be standalone, offline tools.
9	15/05/2013 17:59	16/05/2013 11:11	Technical helpdesk for the testing of environmental footprint rules - Question on Software package?	The tender refers to the development of e-learning packages. Could you confirm whether the contractor will be expected to use a specific software package? And, if so, which one?	16/05/2013 The tenderer/ contractor can choose any software for creating the e-learning package. Take into account the requirement that "While performing this task, it is mandatory that the rules for publication on the EUROPA web site are complied with as set out in the Internet Providers Guide at http://ec.europa.eu/ipg ."

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
10	14/05/2013 16:38	16/05/2013 11:12	Criteria relating to tender	<p>With regard to the criteria: "The tenderer must prove practical experience in the field of Life Cycle Assessment of at least 5 years, with at least 10 projects delivered in this field in the last three years with a minimum value for each project of € 20 000"</p> <p>Is it possible to list 10 (or more) projects which have an average value of €20.000 or more - meaning one project has a value of €19.000 while another one has a value of €21.000?</p>	<p>16/05/2013 We ask for a "minimum" value if € 20.000 not for an "average" value of € 20.000.</p>
11	16/05/2013 08:43	16/05/2013 11:42	Following the previous question (Number 7).Criteria relating to the tenders (Pag 7): The most important services shall be accompanied by certificates of satisfactory execution.	<p>In case of public projects funded by European Commission (FP7, LEONARDO, SUDOE, etc.) it is necessary to provide any certificate of satisfactory execution or it is sufficient to provide the necessary information about the project (title, partners, call, budget and activities)</p>	<p>16/05/2013 You are asked to provide a List of relevant services/projects giving details of sums, dates and recipients, public or private.</p> <p>You are also asked to provide declarations or certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed for the most important of these. Both are to be provided, not one or the other.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
12	16/05/2013 13:06	16/05/2013 15:09	Language skills	Why is there besides English an explicit demand for French language skills and projects executed in French? Is it necessary to write or read French reports and documents?	16/05/2013 French language skills are needed because of the preparation of the e-learning package in French. There is no further need to write or read French reports and documents.
13	16/05/2013 13:07	16/05/2013 15:10	Language skill	We have a French national staff member, but so far all our projects with French partners and customers have been written in English. Can we still apply?	16/05/2013 You can apply. Please see in specifications: " the members of the team should have native-level or equivalent language skills in English, French and at least another EU language among the following: Spanish, Portuguese, German, Polish, or Italian. Non-native speakers can prove their skills as guaranteed by a certificate or past relevant experience." There's no requirement of having carried out projects in French.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
14	16/05/2013 12:48	16/05/2013 15:31	Europass CVs or own style CVs?	We note the paragraph re CVs on page 8 of the specification. Can you confirm that (a) we can provide our own style CVs? and (b) you do not require Europass style CV's. Thank you	16/05/2013 Yes, you can provide your own style. We no longer request the Europass CV. No mandatory requirements are included in the tender specifications referring to the template. However being the Europass a European Initiative which aims to facilitate that citizens can present in a clear and comprehensive way information on all their qualifications and competences, the European Commission encourages its use, without being mandatory.
15	16/05/2013 14:11	16/05/2013 15:34	Annexes in word format	Hello, There are several Annexes that have to be completed i.e. 1-3 and 5. Can you provide these in word format in order to save administrative time in retyping? Many thanks	16/05/2013 All these Annexes can be found in Word format on our tenders page on Europa: http://ec.europa.eu/environment/funding/calls_en.htm

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
16	16/05/2013 17:40	17/05/2013 12:16	Legal Entity, Declaration of Honour - Partners to complete?	<p>I understand that only the Lead needs to complete all forms in the case of subcontractors.</p> <p>However in the case of a consortium/partners I can see that only one Financial identification form is needed by the named 'lead' However do the partners have to complete the other legal forms? Many thanks</p>	<p>17/05/2013 Subcontractors must provide a letter of intent stating their willingness to provide the service foreseen in the offer and in line with the present tender specification. All tenderers must provide a signed Legal Entity Form with its supporting evidence.</p> <p>Only one Financial Identification Form form per offer should be submitted (no form is needed for subcontractors and other joint tenderers).</p> <p>The selection criteria evidence requested in Point 2.3 should be provided by each member of the group in case of joint tender and identified subcontractors whose intended share of the contract is equal to or above 20% of the contract value.</p> <p>All tenderers shall provide a declaration on their honour (see Annex 5),</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
17	17/05/2013 12:35	17/05/2013 13:55	Independent analyses of full Life Cycle Assessment	It is mentioned that "tenderer must prove that he carried out at least 3 independent analyses of full Life Cycle Assessment studies carried out as peer reviewer" - What is meant by "independent" analysis? What is the definition of full LCA in this tender documents?	17/05/2013 Independent analysis means 3rd party review (i.e. the tenderer acted as a reviewer of an LCA study that was prepared by experts unconnected to the tenderer). Full LCA refers to experience with LCA studies that cover all relevant life cycle stages and multiple environmental impacts (e.g. not focussing only on carbon).
18	17/05/2013 12:34	17/05/2013 13:56	e-learning tools	If the relevant experience in developing e-learning tools for the last 5 years could be part of the individuals expertise and not obligatory of the partner organization? Exp. they collected this experience before joining the applying organization.	17/05/2013 Relevant experience is taken into account both in requirements related to the tenderer and to the team members (experts). Please provide information on all expertise available.
19	17/05/2013 12:35	17/05/2013 13:58	Trainings on Life Cycle Assessment	It is mentioned "The tenderer must prove experience in carrying out trainings on Life Cycle Assessment" - Is a partial LCA training valid (exp. training of carbon footprint?)	17/05/2013 The requirements clearly refer to Life Cycle Assessment, thus experience with "full" LCA trainings is sought. However, please list all experience in the field, even if partial.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
20	17/05/2013 12:35	17/05/2013 13:59	Equivalent language skills	It is mentioned "the members of the team should have native-level or equivalent language skills" - what level is "equivalent language skills"? B2 or higher would it be enough?	17/05/2013 Language skills have to be strong enough in order to produce the e-learning package in the respective language with correct, clear formulations. We didn't set any specific level, B2 might be enough for this, but C1 or C2 would be preferred.
21	17/05/2013 12:35	17/05/2013 14:01	Geographical scope	It is mentioned "coverage (geographical scope at least half of the one subject to this call for tender)" - could clarify what is meant here? Does it refer to the language requirements?	17/05/2013 This requirement refers to projects involving actors from several countries and is independent from language requirements. This project involves supporting volunteers from any EU Member State (see estimate numbers in 3.3 (1)).
22	17/05/2013 12:34	17/05/2013 14:18	Annex 6	If the tenderer consist of more than one organization, does every single member of the tenderer has to provide Annex 6?	17/05/2013 YES. As clearly stated in the first sentence of Annex 6 - "Annex 6 has to be completed by all private tenderers (and their partners in case of a consortium)."
23	22/05/2013 17:50	24/05/2013 09:53	Content of the tender: Part D Technical offer.	Is there any template or table of content for the Technical offer?	24/05/2013 No, there is no template available

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
24	23/05/2013 11:39	24/05/2013 10:00	"peer reviews". Criteria relating to the tenders (Page 7)	Following the previous question (Number 11).Criteria relating to the tenders (Page 7): It is mentioned that "tenderer must prove that he carried out at least 3 independent analyses of full Life Cycle Assessment studies carried out as peer reviewer" – If our institution has done "peer review" from full LCA published in science journals and we have received satisfactory certificates, that will be enough?	24/05/2013 Yes
25	21/05/2013 13:16	27/05/2013 16:03	Criteria relating to the tenders (Page 7): It is mentioned that "tenderer must prove that he carried out at least 3 independent analyses of full Life Cycle Assessment studies carried out as peer reviewer"	The presentation of 3 peer reviews of journal articles about full LCA assessment will meet the criteria?	27/05/2013 Peer reviews of journal articles about full LCA assessment is not sufficient to meet the criteria you quote from p.7 of the technical annex. Tenderers must have carried out at least 3 independent analyses of full Life Cycle Assessment studies as a peer reviewer.

Generated on the 04/08/2020 00:25:42 - Generation time 18 ms