

Call for tenders' details

Title: Measures towards sustaining the BEST preparatory action to promote the conservation and sustainable use of biodiversity and ecosystem services in EU outermost regions and overseas countries and territories (2 lots).

Start date: 14/05/2013

Time limit for receipt of tenders: 02/09/2013

Contracting authority: European Commission, DG ENV+CLIMA

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	27/05/2013 17:06	28/05/2013 08:10	Clarification request about point 1.1 of Tender Specifications	Point 1.1 of Tender Specifications says "Participation in this tender procedure is open to and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement". Is an American NGO eligible for this Tender?	28/05/2013 As you mentioned, the first paragraph of the tender specifications (1.1) deals with participation . In the footnote on the first page there is a link to the WTO website giving details of who is eligible to submit. You will see from this website that the USA are Party to the GPA since 1996 and therefore eligible to submit an offer.

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#	Submission date	Publication date	Question subject	Question	Answer
2	27/05/2013 17:15	28/05/2013 08:40	Clarification request about "subcontracting"	Is an American NGO allowed to participate as a Subcontractor?	28/05/2013 As you mentioned, the first paragraph of the tender specifications (1.1) deals with participation . In the footnote on the first page there is a link to the WTO website giving details of who is eligible to submit. You will see from this website that the USA are Party to the GPA since 1996 and therefore eligible to submit an offer as main tenderer, part of a joint offer or as a subcontractor.
3	27/06/2013 14:45	01/07/2013 15:02	Eligibility	According to point 1.1 of tender specifications, "Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties (...)". Are public institutions and organisations authorised (eligible) to tender for this specific project?	01/07/2013 Yes, on the condition that they can provide the necessary documentation and evidence required.

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4	03/07/2013 12:15	04/07/2013 16:53	Eligibility	According to the point 1.1 of the tender specifications, "Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties (...)". On point 3.3.1.3 of the tender specifications, it is indicated that "the Steering Committee is composed of the representatives of the BEST working team, Commission services, Member States active in Outermost Regions and Overseas Countries and Territories including through relevant financial institutions, designated representatives (up to 3, on a rotational basis to ensure geographical representativeness) through the Overseas Countries and Territories Association (OCTA), and the co-ordinators of the BEST facilitating project and NETBIOME CSA". Does that mean that OCTA and NETBIOME CSA are not eligible and cannot apply to this tender due to a conflict of interest?	04/07/2013 The composition of the Steering Committee suggested in the tender specifications, including the representatives of the BEST working team, Commission services, Member States active in Outermost Regions and Overseas Countries and Territories including through relevant financial institutions, designated representatives (up to 3, on a rotational basis to ensure geographical representativeness) through the Overseas Countries and Territories Association (OCTA), and the co-ordinators of the BEST facilitating project and NETBIOME CSA" does not mean that OCTA and NETBIOME CSA are not eligible and cannot apply to this tender due to a conflict of interest.

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5	05/07/2013 13:48	05/07/2013 13:51	Eligibility of a Swiss NGO.	Can you please confirm that an NGO registered in Switzerland is eligible for the tender ENV.B.2/SER/2013/0020?	05/07/2013 The first paragraph of the tender specifications (1.1) deals with participation. In the footnote on the first page there is a link to the WTO website giving details of who is eligible to submit. You will see from this website that Switzerland are Party to the GPA since 1996 and therefore Swiss entities are eligible to submit an offer as main tenderer, part of a joint offer or as a subcontractor. This also applies for NGOs.
6	08/07/2013 14:00	10/07/2013 17:11	Senior manager position	Under task 3.3.1.1 Task 1.1. Setting a BEST working team, it is indicated that "a central BEST working team shall include a senior manager dedicating 50% of his/her time supported by a full time junior manager, a half time webmaster and a biodiversity expert." Does that mean that the senior manager is half time like the webmaster or is he full time like the junior manager?	10/07/2013 The senior manager shall dedicate half of his/her time, so he/she is not expected to be full time like the junior manager.
7	12/07/2013 12:36	12/07/2013 14:20	Beginning of the contract	It is indicated in the service contract notice that tenders will be opened on 16.9.2013 - 10:30 but nothing is indicating on the expected date of start of the contract/project which makes impossible to produce a time table of activities. Which is the expected date of start of the project?	12/07/2013 It is expected that the contract will be signed before the end of the year. However, there is no guarantee.

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8	12/07/2013 12:40	12/07/2013 14:23	Biodiversity expert	In the point 2.3.2.b on criteria of the team delivering service it is indicated that an expert in biodiversity in Eu outermost Regions and Overseas Countries and Territories should be presented in the offer. Does this expert needs to have past experience in EU ORs and OCTs or does he only need a relevant higher education degree and/or 5 years professional experience in the field of natural sciences?	12/07/2013 The expert in biodiversity in EU Outermost Regions and Overseas Countries and Territories is expected to demonstrate experience in biodiversity in EU ORs and OCTs.
9	12/07/2013 14:27	12/07/2013 16:09	Senior Expert	Is the senior expert expected to demonstrate past experience in EU ORs and OCTs like the biodiversity expert or is it sufficient that he has past experience in the region of the ORs and OCTs (e.g. Indian Ocean, Pacific and Carribean)?	12/07/2013 The senior expert is expected to demonstrate past experience in EU ORs and OCTs.

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10	16/07/2013 15:00	16/07/2013 16:05	Developing BEST Strategies	The BEST call for tender is mentioning the development of "BEST strategies at the appropriate level - local, national, regional, international"- while it is requested to complete 7 ecosystem profiles. How many BEST strategies are expected ?	16/07/2013 The list of deliverables on p24/25 of the tender specifications includes - inter alia - an item: "BEST strategies at the appropriate level- local, national, regional, international - for all the EU Outermost Regions and Overseas Countries and Territories". The number of BEST strategies depends on the composition which will be chosen. Examples for possible compositions: 7 regional BEST strategies OR X regional and X national and X local BEST strategies OR etc ...
11	25/07/2013 14:47	29/07/2013 15:58	Lot 1 and lot 2	If a tenderer presents an offer including LOT 1 and LOT 2 is it still possible to win one LOT if one LOT is not as good as the second one or does everything is lost?	29/07/2013 As indicated on page 9 of the tender specifications: "Each LOT will be evaluated separately (...)".
12	24/07/2013 09:54	29/07/2013 16:09	Evidence of experience of the experts	In the tender specifications, it is indicated that "educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service." Do we need to present work certificate and work contract to justify the experience of the experts or do the CVs are enough?	29/07/2013 As indicated in the tender specifications, the education and professional experience of each person should be clearly indicated in a CV. There is no obligation to provide other documents, however the Commission reserves its right to request further justifications if it judges it necessary.

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#	Submission date	Publication date	Question subject	Question	Answer
13	29/07/2013 16:12	31/07/2013 12:28	Numer of copies of tender	How many copies of tender have to be submitted?	31/07/2013 Please see 4a) of the Invitation. "One signed original and two copies of your tender must be placed inside two sealed envelopes (one inside the other)."
14	30/07/2013 17:13	31/07/2013 14:37	Scoring of experts	In section 2.4 Award criteria, points are only allocated to the quality of the proposed methodology (50 points), organisation of the work (40 points) and quality control measures (10 points). However no point is allocated to the experts in the tender specifications. We would like know how the expert CVs will be evaluated and how many points will be allocated to the team proposed?	31/07/2013 The proposal will be evaluated based on 1. Quality of the proposed methodology; 2. Organisation of the work; 3. Quality control measures (pages 9 and 10 of the Tender Specifications) for a total of 100 points. The CVs of the team members are part of the technical and professional capacity criteria. The team members need to justify of the required educational and professional qualifications as stated in page 8 and 9 of the Technical specifications.
15	31/07/2013 11:53	01/08/2013 11:08	Administrative documents	Do we need to send original administrative documents or scanned copies are enough? This question is especially relevant for the joint tenderers and subcontractors.	01/08/2013 If you are not in possession of the originals then scanned copies will suffice for the purpose of the submission of the tender. However, should you be successful, you would need to supply them anyway before the contract can be signed.

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16	01/08/2013 16:18	02/08/2013 18:03	Expert	The tender's specifications indicated that the team for Lot1 should include an expert in Biodiversity in EU Outermost Regions and Overseas Countries and Territories. the EU Overseas underline a wide range of issues for which different expertise areas are necessary for different regions. One single expert can not provide all the knowledge requested. Therefore, is it possible to offer a network of expertise rather than a single expert?	02/08/2013 The tender specifications mention page 8 that " the team delivering the service should include, as a minimum, (...) an expert in biodiversity (...)". Therefore having at least one expert working on the tender is a prerequisite.
17	07/08/2013 09:32	08/08/2013 08:47	Version of the offer	Do tenderers have to submit also an electronic version of the offer on a CD?	08/08/2013 As stated in the Invitation Letter page 2, "Tenders must be submitted as follows: one signed original and two copies of (the) tender must be placed inside two sealed envelopes (...)". There is no obligation to submit an electronic version of the offer.
18	07/08/2013 08:59	08/08/2013 08:48	Supporting documents	Which supporting documents should be submitted together with the financial identification form?	08/08/2013 The financial identification form must be signed and stamped by the tenderer's bank or a financial statement of the bank account with all details (name of the bank and IBAN code) must be submitted.

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19	14/08/2013 14:52	16/08/2013 16:41	Economic and financial capacity	In a tender with one tenderer and multiple sub-contractors, can a tenderer submit : a simplified balance sheet for itself and, separately, annual financial statements for sub-contractors without consolidating them in one table?	16/08/2013 Please see 2.3 which states "The evidence requested 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." Each subcontractor whose intended share is equal to or above 20% must therefore, individually, fill in Annex 6.
20	13/08/2013 20:52	16/08/2013 16:47	Economic and financial capacity in a tender with ONE tenderer and multiple identified sub-contractors.	Under point 2.3.1. the text reads: "In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) must comply with the following criteria". Can the identified sub-contractors submit their annual accounts instead of filling in the table?	16/08/2013 If the share of subcontractor is equal to or above 20% of the value of the contract, 2.3.1 states that "A simplified balance sheet and profit and loss account, exclusively based on the Annex 6 form attached to these specifications" should be provided.

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21	13/08/2013 20:52	16/08/2013 16:51	Economic and financial capacity in a tender with ONE tenderer and multiple identified sub-contractors.	Under point 2.3.1. the text reads: "In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) must comply with the following criteria". Does it mean that in the event of a tender with one tenderer and multiple identified sub-contractors, the simplified balance sheet and profit and loss accounts have to consolidate the individual data of the tenderer and sub-contractors?	16/08/2013 No. According to 2.3, subcontractors whose intended share of the contract is equal to or above 20% of the contract value must fill in Annex 6 for themselves.

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22	19/08/2013 10:56	19/08/2013 11:06	Economic and financial capacity	In the tender specifications (page 7) it is indicated that the tender must comply with the following criteria: financial and economic capacity should be shown by means of the following: A simplified balance sheet and profit loss account exclusively based on the Annex 6, attached to these specifications. According to Annex 6 this form should not be filled in by public bodies and international organisations. Does this mean that public bodies and international organisations do not have to submit ANY financial statements or other documents to prove their economic and financial capacity?	<p>19/08/2013 Public bodies and international organisations should submit the evidence requested under 2.3.1 "In the event that the tenderer – for valid reasons which must be communicated to the Commission - is unable to complete the form as proposed above one of the following alternatives would be acceptable</p> <p>a.financial statements for the last two financial years; OR b.other substantiating documents if the candidate or tenderer cannot, for valid reasons, provide those indicated above"</p>

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23	19/08/2013 12:28	23/08/2013 14:19	Notice of Appointment	On page 5-6 of the tender specifications, they said that "tenderers must provide the following information if it has not been included with the legal entity form: For legal persons, a legible copy of the notice of appointment of the legal persons authorised to represent the tenderer (...). Does only the leader tenderer should submit this information or ALL tenderers in case of a joint consortium? What is a notice of appointment? What would be the translation in French?	<p>23/08/2013 In order to prove their legal capacity and their status, all tenderers must provide a signed Legal Entity Form with its supporting evidence. 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. Tenderers must provide the following information if it has not been included with the Legal Entity Form: a proof of registration on a professional or trade register or any other official document showing the registration number. This also applies to subcontractors whose intended share of the contract is equal to or above 20% of the contract value. Tenderers are required to identify all subcontractors. Any tenderer intending to subcontract more than 20% of the contract value to a subcontractor must, if and when requested, provide all the supporting documents in relation to exclusion and selection criteria (see sections 2.2 and 2.3).</p> <p>"Notice of appointment" can be translated in French as follows : "l'acte de nomination".</p>

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