

Call for tenders' details

Title: Consultancy services for the transport sector.

Start date: 26/05/2017

Time limit for receipt of tenders: 17/11/2017

Contracting authority: European Investment Bank (EIB)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	06/06/2017 17:25	12/06/2017 16:20	Eligibility of the candidates	Could you please confirm that there are no restrictions to participate in the tender for firms with their legal entity registered outside of the EU?	12/06/2017 In principle EIB Procurement is open to companies from third countries as well, unless the contrary is stated in the procurement documents.

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2	06/06/2017 17:26	12/06/2017 16:22	Descriptions of the qualifying assignments	Please confirm that we do not have to include the descriptions of the qualifying assignments and that the evaluation of these will only be assessed based on the certificates of completion as mentioned on page 17 of the Guidance Note?	12/06/2017 We confirm that: "Candidates will be required to provide to the EIB documentary evidence of completion of Qualifying Assignments. Only completion certificates signed by the client(s) will be accepted as documentary evidence. Other types of documentation, such as emails, invoices etc. will not be accepted. Therefore, if evidence other than completion reports is submitted, the Candidate will not be considered as having completed Qualifying Assignments. (Guidance Note, p.17)"

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3	07/06/2017 12:59	12/06/2017 16:23	Tender on Consultancy Services for the Transport Sector (Reference Number PC-1394). Scoring criteria on geographical region.	How should we consider a project covering a broad scope of countries and therefore a number of identified geographical regions at the same time. Can we indicate all the regions where it applies simultaneously?	12/06/2017 This should be considered as any other project is considered and assessed. That means that the tenderer should consider the value of each component of the project. For example, if the total value of the project was EUR 300,000 and the Armenia component was 10% of that, then the value that should be considered should be 10% of 300,000, ie EUR 30,000 and then the tenderer should indicate that accordingly, by ticking the correct boxes in the list. That should be taken into consideration in accordance with the definition of "qualifying assignments", as explained in the tendering documents (see Guidance Note, Glossary of Key Terms).

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4	07/06/2017 18:23	12/06/2017 16:24	Contracts with multilateral development banks/international organisations	Could you please confirm that the assignments included in the sections B4 and C1 do not have to be financed/directly contracted by a multilateral development bank?	12/06/2017 For the purposes of criteria B4, C1 and C2 of the PQQ-Application Form, the term “Qualifying Assignments” means those assignments that were completed at the latest on the day of publication of this current tender process and that had as their main subject matter at least one of the activities and/or areas of expertise in a sector and a geographical region as described in paragraphs 2.1, 2.2, 2.3 and 2.4 of this Guidance Note document. Further, nowhere under criteria B4 and C1 is it stated that the source of financing is an element that will be evaluated.
5	08/06/2017 16:39	12/06/2017 16:26	Potential impact of Brexit on tender evaluation	Can you please confirm whether UK firms will be regarded in any way less favourably than those from other EU Member States during the evaluation of ITTs and ultimately calls for assignments?	12/06/2017 We confirm that, in line with EU principles of fairness and equal treatment, all bidders will be treated in the same manner regardless of geographical location.
6	08/06/2017 16:56	12/06/2017 16:28	General Administrative and Submission Clauses. Page 2 of 4: 1. The candidate must declare that it has taken note of the terms and conditions of the call for tenders and has had the opportunity to gauge the scope and quality of the works...etc	Is a signed declaration required at PQQ stage? Or is the Declaration on Honour (Page 13 of 13 of the PQQ Application form) sufficient for this stage?	12/06/2017 Tenderers are required to sign and submit the Declaration on Honour included in the PQQ Application form.

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7	08/06/2017 17:08	12/06/2017 16:29	PQQ Application Form. Page 9/13. B4. Professional Capacity and Experience. "Qualifying Assignments in Transport Sectors confirming you have had a total annual turnover of at least 250,000 EUR per year over the last 3 years"	Please confirm that last 3 years are 2014,2015 and 2016.	12/06/2017 We confirm that last 3 years are indeed 2014,2015 and 2016

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8	08/06/2017 17:23	12/06/2017 16:44	Tender on Consultancy Services for the Transport Sector (Reference Number PC-1394). Scoring criteria on geographical region.	<p>In relation to point B4 of the PQQ (see on page 9), we kindly ask to clarify on the meaning of the statement "total annual turnover of at least 250.000 EUR (average) per year over the last three years".</p> <p>Our understanding is that, in each of the last three years (i.e., 2014-2015-2016), we have to calculate the average value of the turnover of all the projects taken into consideration for a certain transport mode. For example, for the road mode, if we have one project from three partners in a consortium, with turnovers equal to € 350.000, € 400.000 and € 450.000, respectively, do we have to assume € 400.000 as the turnover for that mode and in that year?</p> <p>If not, could you indicate the correct interpretation?</p>	<p>12/06/2017</p> <p>B4 states: "Please self-certify that your organisation is in the position to demonstrate experience in Qualifying Assignments in each of the following Transport Sectors by confirming that you have had a total annual turnover of at least €250,000 (average) per year over the last 3 years."</p> <p>Guidance Note section 4.2 states: "In case the Candidate intends to rely on the capacities of other economic operators/firms (for example, sub-contractors, mother company etc) in order to be awarded a Framework Agreement (or throughout even the entire duration of the Framework), please ensure that the information included under B.3-B.7 in the PQQ Application Form is inclusive of the relevant information of the companies on which the tenderer is going to/intends to rely on." The same section includes the following statement: "Contrary to the assessment of the exclusion criteria, selection criteria (Sections B3 to B7 of the PQQ Application) and scored criteria (Sections C1 and C2) will be assessed on a consolidated basis. For example, the selection criteria relating to economic and financial capacity will be assessed in relation to the combined capacities of all members of the consortium. The</p>

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					<p>members of the consortium. The phrase "combined capacities" refers to a sum, ie aggregation, not an average.</p> <p>Consequently, only qualifying assignments will be taken into consideration. Furthermore, the qualifying assignments and therefore the value that these represent need to have been actually undertaken by the tenderer. If those qualifying assignments were undertaken in the form of a consortium, then the tenderer should only refer to the value assigned to the portion of the contract that said tenderer actually undertook. The value of the portion of the contract undertaken by other consortium members cannot be taken into consideration unless the tenderer is bidding again in the same consortium form or unless the tenderer intends to rely on their capacities also for the purpose of this framework agreement.</p>

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9	08/06/2017 18:58	12/06/2017 16:46	Sub-contracting	Provision 9 on page 2 of the document titled 'EN-1.PC-1394 General Administrative and Submission Clauses' notes that the choice of subcontractors will be subject to the EIB's approval. Can you please confirm if this approval is required prior to submission of the Pre Qualification Questionnaire on 22 June 2017?	12/06/2017 No approval of subcontractors is required prior to submission of the PQQ on 22 June 2017
10	23/10/2017 09:59	06/11/2017 19:06	Tender Documents for Submission for phase 2	Based on the Guidance note, it specified that for phase 2, tenderers have to submit only 3 documents - the ITT, Case Studies and Pricing Schedule. Can you please confirm our understanding that the above listed documents are the only documents which need to be submitted? In case our understanding is not correct, it would be highly appreciated if you can provide us with a list of the documents requested to be submitted at this stage (phase 2).	06/11/2017 Yes we confirm. Please refer to the Enclosures Checklist at the end of the ITT ToR Submission document to make sure you submit all the requested documents.

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#	Submission date	Publication date	Question subject	Question	Answer
11	23/10/2017 10:01	06/11/2017 19:09	Documents for Submission for phase 2	As per the guidance note, it is not clear whether only the lead in the consortium has to sign the tendering declaration (included in the invitation to tender) or if the consortium partners should also sign the document. Can you please clarify this matter? If only lead partner is required to sign, please inform us if a Power of Attorney is required from our partner?	06/11/2017 The tendering declaration should be signed by the Lead Tenderer. A Power of Attorney should be provided where applicable.
12	23/10/2017 10:04	06/11/2017 19:13	ITT Application form	As we are a consortium, can you please inform us where in the ITT application can we mention the consortium composition?	06/11/2017 This information was requested during Stage 1. When applicable, the tender should be submitted by the lead tenderer on behalf of the Consortium.
13	23/10/2017 10:39	06/11/2017 19:22	Tender submission time clarification	Please, could you clarify if the exact deadline is 1730 Luxembourg time on 17 November?	06/11/2017 Time limit: 17/11/2017 23:59 Tenders must be posted or handed in by 17 November 2017 at the latest (up to midnight in the case of delivery). Please refer to page 1 of the General Administrative and Submission Clauses for submission of tenders for further details.

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#	Submission date	Publication date	Question subject	Question	Answer
14	27/10/2017 10:21	06/11/2017 19:22	Clarification on the new document	Please, can you confirm that the only new document provided with the ITT is the document titled 'EN-PC-1394 General Administrative and Submission Clauses for submission of tenders.pdf'?	06/11/2017 Yes, we confirm.
15	27/10/2017 10:22	06/11/2017 19:25	Documents required to pass the Award criteria	Based on the ITT Terms of Reference document (titled 'EN-4.PC-1394 ITT Terms of Reference'), the documents required to pass the Award criteria of the tender submission are; completed and signed ITT Terms of Reference form, response to the four case studies and the pricing schedule. Please, can you confirm this or if?	06/11/2017 Yes we confirm. Please refer to answer to Question10.
16	27/10/2017 10:23	06/11/2017 19:27	Submission of the four case studies	Please, can you confirm if the four case studies should be submitted separately or if they can be clearly separated and contained in one document?	06/11/2017 As long as the case studies are clearly separated from each other and do not make cross-references, it does not matter if they are submitted in one document or more.
17	27/10/2017 10:24	06/11/2017 19:31	Transport and accommodation cost	Please, can you confirm if tenderers should propose rates for transport and accommodation cost at this stage?	06/11/2017 No, they should not.

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18	03/11/2017 16:57	06/11/2017 19:34	submission of tender	Please can you confirm if a hard copy submission is required or if the response can be emailed?	06/11/2017 Hard copy is required. Please refer to the General Administrative and Submission Clauses for submission of Tenders for further details. Tenders will not be accepted which: (a) are not sent in two sealed envelopes; (b) are not sent or delivered by hand to the EIB before the specified deadline (as evidenced by the postmark or receipt signed and dated by the officer at the reception desk); (c) do not conform to the provisions of this Call for Tenders.
19	27/10/2017 10:24	06/11/2017 19:34	Clarification on staff CVs.	Please, can you confirm that tenderers are not expected to submit staff CVs as part of the submission?	06/11/2017 Yes, we confirm.
20	01/11/2017 16:40	06/11/2017 19:35	Case Studies	If we include a table of content page before the text we draft for the case studies and the answers to questions, would you count this table of content page as part of the maximum 5 pages allowed?	06/11/2017 No. The 5 page limit refers to the actual answers to the case-studies.

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#	Submission date	Publication date	Question subject	Question	Answer
21	01/11/2017 16:50	06/11/2017 19:39	Case Studies	<p>1) We understand we should attach the 5 pages studies to the TOR submission form but where exactly, as appendix to the TOR submission or inserted in the TOR submission form after page4?</p> <p>2) You state also that "tenderers are expected to clearly insert their answers under each case study title". Can you please clarift what you expect? Do we need to expand the table at page 4 of the TOR submission form and copy the case studies text in there under each title?</p>	<p>06/11/2017</p> <p>1) Ideally, tenderers are expected to answer under each case-study on the separate sheet they had been provided with (the one that contained all the case-studies). However, if tenderers decide to reply elsewhere, that will only be acceptable as long as the evaluation committee can clearly understand where the response for each case-study starts and where it ends as well as which answer refers to which case-study. If tenderers decide to choose this second option, it doesn't really matter whether that separate sheet will be attached to the ToRs as something completely separate or as a continuation of the ToR after page 4.</p> <p>2) That refers to the separate sheet tenderers were sent (the one that contained the case-studies). Ideally, tenderers are expected to answer under each case-study. However, if tenderers decide to reply elsewhere, that will only be acceptable as long as the evaluation committee can clearly understand where the response for each case-study starts and where it ends as well as which answer refers to which case-study.</p>

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22	01/11/2017 16:59	06/11/2017 19:39	Price schedule	Where should the filled price schedule be enclosed: in the TOR Form after page 5 or at the end of the document?	06/11/2017 Using the excel template to be enclosed with your tender.
23	01/11/2017 17:07	06/11/2017 19:40	Content of the case study	In all case studies, you require an overview of the assignment approach, including calendar, team composition, etc... Due to pages limitation, we need to be concise so how much development to you expert as calendar (phases of the assignment in a table or detailed Gantt chart - this could take a page in itself) and description of team composition (names of experts?; profiles only; min education, experience, diplomas, etc...). If developments are needed, could this be considered as appendices outside of the max 5 pages?	06/11/2017 Max 5 pages limitation remains. No appendices outside the max 5 pages should be attached. Team composition should refer to expert's profiles. No need to include specific CVs. Calendar, for the case studies, can be presented either as a text describing the phases and timelines, or either as a Gantt chart.

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