

## Call for tenders' details

Title: The provision of research studies on lot 1: trust in institutions in the 21st century and lot 2: social cohesion and well-being in Europe.

Start date: 18/07/2017

Time limit for receipt of tenders: 01/09/2017

Contracting authority: European Foundation for the Improvement of Living and Working Conditions (Eurofound)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	31/07/2017 12:51	31/07/2017 13:17	Question on length of tender proposal	We carefully read the documents related to the call for tenders, but could not find information on the expected or maximum length of the technical offer, e.g. in words or pages. Would you please point to us these details, if they exist?	<b>31/07/2017</b> The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria as listed in point 5.4 of the Tender Specifications. Offers not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.  As for the length of the tender proposal, there is no specific requirement. It is up to tenderers to choose the style to demonstrate their strengths.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	31/07/2017 12:49	31/07/2017 13:18	Question on lots	I'm considering tendering for one or both lots. Small question: is only one bid awarded for each lot or do you award several bids? If so, how many for each lot?	<p><b>31/07/2017</b> As specified in the tender specifications (part B) on page 5, tenderers may submit tenders for one lot only or for both lots. This means that tenderers can submit a tender for both lots.</p> <p>However, please note that, if tendering for both lots, a SEPERATE tender proposal and pricing must be provided for each lot as different evaluation committees will assess the proposals.</p> <p>Eurofound reserves the right to reject tender proposals that are not provided separately.</p>
3	31/07/2017 15:37	31/07/2017 15:41	Question on lots.	Does Eurofound award only one bid for each lot?	<p><b>31/07/2017</b> Yes, if the tender is successful Eurofound intends to award just one contract per lot.</p>

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4	09/08/2017 11:03	09/08/2017 11:18	Eligibility	I would like to make sure about eligible institutions to apply for the tender. Is ... eligible?	<b>09/08/2017</b> While we cannot answer questions on particular entities, the Tender Specifications, chapter 2.1 Participation explains that all natural and legal persons from European Member States are eligible. Furthermore those of countries who have an agreement with the EU are also eligible. Please refer to the Eurofound website: <a href="https://www.eurofound.europa.eu/about-eurofound/procurement">https://www.eurofound.europa.eu/about-eurofound/procurement</a> for more details
5	10/08/2017 11:21	10/08/2017 16:28	Criteria relating to tenderers, Criterion A1	Tenderer must provide references for at least 3 projects delivered in these fields in the last five years. Does a chapter or a paper contributed to a project comply with this criterion?	<b>10/08/2017</b> Yes, a chapter or a paper contributed to a project counts. As stated in the Tender Specifications, the deliverable (an entire project, a chapter, a paper or other type of output) must have been in the field of research addressed in these calls for tenders and can be listed among required references.
6	11/08/2017 11:24	11/08/2017 15:34	Eligible Third Countries.	I would like to make sure that Macedonia is eligible, as we have a potential project partner from Macedonia?	<b>11/08/2017</b> Yes. Macedonia, as an accession country has the right to tender or to be part of a tender proposal.

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#	Submission date	Publication date	Question subject	Question	Answer
7	14/08/2017 15:07	14/08/2017 15:08	1. Does integrated data file containing all waves of the survey exist or the team should work on separate data files?	1. Does integrated data file containing all waves of the survey exist or the team should work on separate data files?	<b>14/08/2017</b> The integrated data file, also known as trend data file, containing all four EQLS waves will be provided to a selected tenderer upon signature of the contract. The integrated trend data set containing 1st-3rd EQLS data is currently freely available from the UK Data Service ( <a href="https://discover.ukdataservice.ac.uk/catalogue/?sn=7348&amp;type=data">https://discover.ukdataservice.ac.uk/catalogue/?sn=7348&amp;type=data</a> ).

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#	Submission date	Publication date	Question subject	Question	Answer
8	11/08/2017 15:38	14/08/2017 15:12	various questions	<p>1. Does integrated data file containing all waves of the survey exist or the team should work on separate data files?</p> <p>2. Where the questionnaire for the 2003 wave of survey can be obtained?</p> <p>3. What would be the role of professional staff of the European Foundation for the Improvement of Living and Working Conditions in completing the task, if any?</p> <p>4. Is it possible to add an additional co-author to the team during the project or change one of the co-authors, if such a need arises?</p> <p>5. Should the names and other personal data of all technical support persons (such as computer assistants, language editors, office help etc) be given in the grant application?</p> <p>6. Should the task include writing the report only or also its publishing, including such things like technical-editorial set-up, selection of decorative (non-substantive) graphics and illustrations, and printing?</p> <p>7. Previous reports did not contain on title pages the information on institutional (academic) affiliation of the authors. Will such an information be provided in planned publications?</p> <p>8. What kind of costs are not eligible</p>	<p><b>14/08/2017</b></p> <p>It was not possible to answer to all queries at once (limitation of the E-Ted system) therefore all queries have been re-entered and replied separately.</p>

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				8. What kind of costs are not eligible for being covered from the grant?	
9	14/08/2017 15:13	14/08/2017 15:14	Where the questionnaire for the 2003 wave of survey can be obtained?	Where the questionnaire for the 2003 wave of survey can be obtained?	<b>14/08/2017</b> The data and documentation of all the previous EQLS rounds are freely available via UK Data Service. The questionnaires of the EQLS 2003 can be found under 'Documentation' section at: <a href="https://discover.ukdataservice.ac.uk/catalogue/?sn=5260">https://discover.ukdataservice.ac.uk/catalogue/?sn=5260</a>
10	14/08/2017 15:15	14/08/2017 15:16	What would be the role of professional staff of the European Foundation for the Improvement of Living and Working Conditions in completing the task, if any?	What would be the role of professional staff of the European Foundation for the Improvement of Living and Working Conditions in completing the task, if any?	<b>14/08/2017</b> Eurofound staff will supervise the implementation of the contract objectives and will carry out quality control of the deliverables. It is the responsibility of the contractor to complete all tasks as per Technical specifications.

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11	14/08/2017 15:17	14/08/2017 15:17	A query	Is it possible to add an additional co-author to the team during the project or change one of the co-authors, if such a need arises?	<b>14/08/2017</b> The tender proposal should have information on the complete team so a proper tender evaluation can be done. If due to unforeseen circumstances a team member needs to be replaced, this can only be done with written permission of Eurofound. The new team member needs to have qualifications of a similar standard and a CV needs to be supplied with the change request.
12	14/08/2017 15:18	14/08/2017 15:19	A query	Should the names and other personal data of all technical support persons (such as computer assistants, language editors, office help etc) be given in the grant application?	<b>14/08/2017</b> This is a tender application (procurement) for a contract and not a grant. There are different rules for grants, which do not apply here. The tender proposal should give an outline of all personnel involved, and detailed information should be given on the main people involved. Care should be taken that the information supplied covers all information requested under the selection and award criteria.
13	14/08/2017 15:19	14/08/2017 15:20	A query	Should the task include writing the report only or also its publishing, including such things like technical-editorial set-up, selection of decorative (non-substantive) graphics and illustrations, and printing?	<b>14/08/2017</b> The requirements for presentation of the documents are laid out in Chapter 4 of the Tender Specifications. The requirements do not include publishing and printing.

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14	14/08/2017 15:21	14/08/2017 15:22	A query	Previous reports did not contain on title pages the information on institutional (academic) affiliation of the authors. Will such an information be provided in planned publications?	<p><b>14/08/2017</b> As a matter of practice, Eurofound provides information on institutional affiliation of contributing authors in the first pages of the publications (please see latest publications on Eurofound's website). With regard to the title page and referencing, Eurofound releases its publication under the corporate authorship (i.e. Eurofound's). Please note that Eurofound does not commit to publishing the deliverables received under service contracts, and retains a right to use the contract outputs in part or otherwise, dependent on publication plans tailored by Eurofound to its target audiences.</p> <p><b>14/08/2017</b> Please consult the following link:</p> <p><a href="https://www.eurofound.europa.eu/sites/default/files/ef_publication/field_ef_document/ef1664en.pdf">https://www.eurofound.europa.eu/sites/default/files/ef_publication/field_ef_document/ef1664en.pdf</a></p>



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15	14/08/2017 15:25	14/08/2017 15:26	A query	What kind of costs are not eligible for being covered from the grant?	<b>14/08/2017</b> As explained earlier, this is not a grant but a tender application which, if accepted, leads to a contractual relationship. Details of the cost proposal to be provided and the costs to be included are laid out chapter 2.5 of the Tender Specifications (part B) and in the Financial Proposal which is part of the Standard reply form (Part C).
16	14/08/2017 13:22	14/08/2017 15:42	Eligible Third Countries	Please tell me if Bosnia and Herzegovina is eligible third country, because we would like to be a potential project partner to organisation from EU country?  Thank you in advance.	<b>14/08/2017</b> Yes. Bosnia and Herzegovina, as an accession country has the right to tender or to be part of a tender proposal.
17	15/08/2017 15:03	15/08/2017 15:04	A query	“Eurofound will publish main descriptive findings from the 4th EQLS (2016) in the Overview report in the second half of 2017, and is currently seeking in-depth analysis...” Does it mean that the initial, descriptive report should not be included in a task under the tender and that the tender concerns more in-depth and more complex analyses only?	<b>15/08/2017</b> The tender concerns in-depth analysis primarily, and there will be no need to replicate the reporting of main descriptive findings of Eurofound’s Overview report. However, contractor should decide themselves what type and scope of initial research they will carry out to arrive at requested deliverables. <b>15/08/2017</b> re-submitted answer

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#	Submission date	Publication date	Question subject	Question	Answer
18	15/08/2017 15:05	15/08/2017 15:07	A query	What is the approximate range (from... up to...) of the hourly cost of both senior (professional) and junior (assistance) staff customarily considered as reasonable by the EU and related authorities?	<p><b>15/08/2017</b> Tendering is a competitive process where both quality of the proposal and cost will be used for establishing the final score. Eurofound does not provide any specific range of hourly cost for tenderers. However, please note that Article 151 of the RAP (Article 110(5) of the Financial Regulation) declares that Abnormally low tenders "If, for a given contract, the price or cost proposed in a tender appears to be abnormally low, the contracting authority shall request in writing details of the constituent elements of the price or cost which it considers relevant and shall give the tenderer the opportunity to present its observations".</p> <p><b>16/08/2017</b> The correct answer should be as follows: "Tendering is a competitive process where both quality of the proposal and cost will be used for establishing the final score. Eurofound does not provide any specific range of hourly cost for tenderers. However, please note that Article 151 of the RAP (Article 110(5) of the Financial Regulation) has a stipulation in regard to Abnormally low tenders: "If, for a given contract, the price or cost proposed in a tender appears to be abnormally low, the contracting authority shall request in writing</p>

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					authority shall request in writing details of the constituent elements of the price or cost which it considers relevant and shall give the tenderer the opportunity to present its observations”.
19	16/08/2017 14:32	16/08/2017 14:34	Daily subsistence allowance	What is the EU flat rate daily subsistence allowance for overseas meetings?	<b>16/08/2017</b> The technical specifications state that ‘A maximum of two co-ordination meetings with Eurofound will be held at Eurofound’s premises in Dublin (Ireland)’. Costs for these meetings (start-up meeting & co-ordination meeting) shall be planned and included in the cost table (page 19 of standard reply form) submitted by the candidate; Eurofound will not cover expenses for these meetings separately. Eurofound does not provide any rates to be used for meetings attended or carried out by contractors, it is up to the candidate to estimate these costs. In case the rules used by the European Commission for reimbursement of experts attending meetings are of assistance or interest, please see: <a href="http://ec.europa.eu/employment_social/egf/docs/reglementation_experts_2008_en.pdf">http://ec.europa.eu/employment_social/egf/docs/reglementation_experts_2008_en.pdf</a>

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20	21/08/2017 13:05	21/08/2017 13:08	A query relating to the team delivering the service	I noticed that the lead bidder needed two journal articles on social cohesion/institutional trust in the last five years. Can I submit a tender if I don't have the required profile?	<b>21/08/2017</b> Please check the Criteria B1 and B2 relating to the team delivering the service under section 5.3.4 'Technical and professional capacity criteria and evidence' of the Part B of the Tender specifications. Please note that the criterion B2 that requires 'a minimum of 2 peer-reviewed publications on trust in institutions, social cohesion or related areas of quality of life and quality of society over the past 5 years' applies to at least one person involved in a core set of activities of the project - either a project leader or another team member. This does not necessarily apply to a 'lead bidder', or a project leader/manager, who must meet other set of criteria (B1).
21	22/08/2017 11:44	22/08/2017 11:50	Cost Table	Shall we include overhead costs in Total Price only (the Staff Costs and Meetings Cost will not sum up to Total Price)?	<b>22/08/2017</b> All costs including overhead costs should be included in the daily rates. Cost of the two meetings should be stated separately as per Cost Table of Part C of the Standard Reply Form, page 19.