

Call for tenders' details

Title: Single service framework contract on assistance and technical support for the evaluation of LIFE proposals.

Start date: 26/10/2017

Time limit for receipt of tenders: 12/12/2017

Contracting authority: European Innovation Council and Small and Medium-sized

EnterprisesExecutive Agency (EISMEA)

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	08/11/2017 11:29	10/11/2017 15:48	Fees - Annex 7	For the subtasks 2C, 2D, 3A, 4A, 4F, 5A, could you please specify whether the fees foreseen in the annex 7 in the column "unit price" are to be applied by proposal or by evaluator?	10/11/2017 The fixed fees foreseen in annex 7 in the column "unit price" for the subtasks at reference are to be applied by evaluator/quality controller. The share of workload and corresponding fee between the evaluator and quality controller are further described under section 1.5 Workload and fixed cost matrices of the tender specifications. For example, for subtask 2C a fee of 900 EUR will be paid for one quality controlled award evaluation by one expert of 1 one LIFE environment and resources efficient, LIFE environmental governance and information or LIFE climate action proposal.
2	08/11/2017 11:30	10/11/2017 15:49	Fees - annex 7	In case the fees indicated in the annex 7 are applied "by proposal", what remuneration is foreseen for an eventual third evaluation, if necessary?	10/11/2017 Fees indicated in annex 7 do not apply by proposal.

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3	08/11/2017 11:32	10/11/2017 15:55	Concept notes - two stage calls	In the case the Contracting Authority decides to launch two-stage calls, could you please provide us with an estimate of the expected number of concept notes to be received by year based on the statistics from other relevant programs managed by the European Commission that also use this two-step procedure?	10/11/2017 It is not possible for the Contracting Authority to provide an answer to this question as there are no other comparable EU funded programmes. However, the estimated number of concept notes expected to be received for the Environment sub-programme, the programme that has traditionally received the highest number of proposal, is around 1500 per year.
4	08/11/2017 11:33	10/11/2017 15:56	Concept notes	In case the Contracting Authority decides to launch two-stage calls, could you provide us an estimate of the amount of pages of a concept note in order to be able to estimate the translation costs to be incurred by the contractor?	10/11/2017 The Contracting Authority intends to set at 10 the maximum number of pages for the concept notes. Furthermore, the Contracting Authority is seriously considering limiting to English the language of submission for the concept notes.
5	08/11/2017 11:33	10/11/2017 15:57	Concept notes evaluation	Could you please clarify whether a third evaluation will be triggered in case of divergence in the scores in the task 2.A "concept notes evaluation"?	10/11/2017 No third evaluation will be triggered in case of divergence in the scores in the subtask 2a "LIFE traditional projects concept notes evaluation".
6	08/11/2017 11:35	10/11/2017 15:58	Illustrative tasks	Could you please clarify whether the "illustrative tasks" (mentioned on page 88) refer to the tasks 1-7 detailed in the technical specifications?	10/11/2017 Yes, " illustrative tasks" refer to the tasks 1-7.

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7	08/11/2017 11:35	10/11/2017 15:59	Capacity-building project	In order to have a more comprehensive understanding of the scope of the LIFE programme, could you please provide additional details on what type of beneficiaries can apply for the “capacity building project”?	10/11/2017 For full details on the type of beneficiaries that can apply for the capacity building projects, please consult the Application Guide of the 2014 LIFE Call for Proposals for Capacity Building Projects under the following link: http://ec.europa.eu/environment/life/funding/life2014/ . Note should be taken of the fact that only 3 EU Member States are eligible to apply for capacity building funding during the period 2018-2020. As a result, the use of the FWC for the evaluation of capacity building projects is likely to be very limited.
8	08/11/2017 11:36	10/11/2017 16:00	Electronic archive	Could you please confirm whether an extract of the contracting authority’s online system for evaluation LIFE proposals (E-proposals) will be considered sufficient for the provision of a complete and accurate electronic archive of all correspondence with the applicants as foreseen on page 38 of the TORs?	10/11/2017 Yes, we can confirm that this will be considered sufficient.
9	08/11/2017 11:37	10/11/2017 16:01	Professional documentary evidence	On the page 83, the evidence for the criteria B1, B2, B4, B5 and B6 are requested. Could you please clarify whether the evidence for the criteria B3 is to be provided as well?	10/11/2017 Yes, evidence for criteria B3 should also be provided.

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10	08/11/2017 11:30	13/11/2017 14:25	Duration of contract	We understand the evaluation covers the proposals submitted under the LIFE programme for the period January 2018 to December 2020. However the terms of reference mention a maximal duration of 48 months (page 75). Could you please clarify whether the Assistance and Technical support for the evaluation of LIFE proposals is planned to take place during solely 3 years or whether there could be a potential extension of one year for the provision of additional services at the end of December 2020?	13/11/2017 The FWC is expected to be signed in March/April 2018 for an initial period of 24 months. As set out in Section 1.7 of the Tender Specifications (p.74), it may be renewed for a 24-month period. The parties must sign any specific contract before the FWC expires. The FWC continues to apply to such specific contracts after its expiry. The services relating to such specific contracts must be performed no later than 6 months after the expiry of the FWC.
11	08/11/2017 11:31	13/11/2017 14:52	Evaluation of admissibility and eligibility of the applicants	On the page 20 of the TORs it is mentioned that the financial experts groups will be responsible for assessing the "admissibility and eligibility of the applicants" while on page 17 it is stated that the two full-time project assistants will be "evaluating the admissibility and eligibility of proposals". Could you please clarify who is responsible for this particular task?	13/11/2017 There is indeed a contradiction on this point in the ToRs. We would expect the project assistants to perform this task.

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12	08/11/2017 11:32	13/11/2017 14:58	CVs - financial experts	On the page 20 it is mentioned that "the tenderer should provide a list of 5 potential financial experts" while on the page 86 in the table it is stated that a minimum of 3 CVs of financial experts is to be provided. Could you please clarify what is the minimal amount of CVs to be provided for B6 financial experts?	13/11/2017 There is indeed a contradiction on this point in the tender specifications. The tenderer must provide an indicative sample of minimum 3 CVs for financial experts (Evidence B6).
13	08/11/2017 11:34	13/11/2017 15:02	Time allowed for revision	On the page 9 it is stated that the time allowed for the revision of "one stage calls" is 3-4 months while for the "two-stage calls" this period is of 1-2 months. Could you please explain the rationale behind this divergence in timelines?	13/11/2017 All the timetables for future calls provided in the tender specifications are indicative only and should not be considered as "time allowed" for any phase of the evaluation or the revisions processes.
14	08/11/2017 11:38	13/11/2017 15:08	Working units	Can you please clarify whether the number of working units as defined on p. 70-73 is calculated per expert or per proposal?	13/11/2017 The number of working units as defined on p.70-73 is calculated per expert for the evaluation or for the quality control of the evaluation of 1 proposal. These will have to be respected in the contractual arrangements that the contractor will conclude with the experts (see page 69 of the tender specifications).

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#	Submission date	Publication date	Question subject	Question	Answer
15	08/11/2017 11:31	13/11/2017 15:28	Documentary evidence - experts	For the documentary evidence relating to the professional capacity criteria, could you please clarify whether the tenderer needs to submit work certificates and academic diplomas in addition to the CV and language certificates?	13/11/2017 With regards to the B Criteria the minimum evidence will include CVs and language certificates, however, tenderers may provide any other evidence if they believe that this will help the assessment of their professional capacity.
16	10/11/2017 14:58	13/11/2017 15:39	Format of CVs	Could you please whether all CVs that form part of this tender have to be submitted in the Europass format or if other formats would be accepted?	13/11/2017 We confirm that the Europass format should be used as far as possible to facilitate the assessment by the evaluation committee.

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#	Submission date	Publication date	Question subject	Question	Answer
17	08/11/2017 11:38	13/11/2017 16:24	Advanced electronic signature	Could you please provide us with a definition of “an advanced electronic signature based on qualified certificates” as mentioned on the page 2 of the Annex 10?	<p>13/11/2017 Please follow this link to find out about different types of electronic signatures: https://ec.europa.eu/cefdigital/wiki/pages/viewpage.action?pageId=46992760.</p> <p>In the context of e-Submission, the system doesn't provide a tool to sign electronically, therefore, the user needs to use a signature provided from a “Trusted Service Provider” (https://webgate.ec.europa.eu/tl-browser/#/) . Additionally, most EU Citizens can use their own ID card to sign with an “Advanced Electronic Signatures (AdES)” or “Qualified Electronic Signatures (QES)” For instance, in Belgium any resident with an ID card can use this service: http://www.fedict.belgium.be/fr/a_propos_de_fedict/actualite/fedivers/copy_of_fedivers_juni_2013/item1</p>

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18	09/11/2017 18:04	14/11/2017 12:43	Eligible references	Could you please specify whether a completed component (outputs approved by the EC) of an ongoing project can be considered as eligible references?	14/11/2017 As a general rule, the references for projects need to be for delivered (which means completed) projects in order to serve as evidence of compliance with the technical selection criteria. A "completed project" is understood as a project where all the outputs under the contract have been approved by the contracting authority. In the case of contracts/projects divided into independent phases/parts/components where the output of each phase/part/component has been completed and formally approved by the contracting authority, such a contract phase/part/component may be accepted as a reference to a completed project, provided the completed output alone proves the technical capacity requirement for which it was submitted. Please be aware that the evidence for the formal approval of this output may be requested by the contracting authority. Please also note that the phase/part/component must have been finalised in the 3 or 5 years (depending on the selection criterion) prior to the submission of the tender.

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19	09/11/2017 18:03	14/11/2017 12:49	Language coverage	On the page 84, it is stated that "the tenderer must provide references for 2 completed projects delivered in the last 3 years showing the necessary language coverage". Could you please clarify whether this language coverage of 12 EU official language can be covered by several project references or needs to be fulfilled by a single project?	14/11/2017 The language coverage of 12 EU official languages can be covered by more than one project reference.
20	15/11/2017 11:04	20/11/2017 14:22	Evidence - Language certificates	Could you please clarify which documents will be accepted as language certificates?	20/11/2017 Any official document certifying the knowledge of the language at at least C1 level.
21	22/11/2017 16:48	23/11/2017 08:40	Concept notes	Could you please confirm that in case of a two-stage selection process, concept notes can only be submitted in English?	23/11/2017 Yes, we can confirm that in case of a two-stage selection process, it will only be possible to submit concept notes in English.
22	23/11/2017 16:01	27/11/2017 14:43	Format of CV	Could you kindly confirm that the template to be used for the CVs is the latest Europass version?	27/11/2017 We confirm that the template to be used, as far as possible, is the latest Europass version.
23	27/11/2017 11:35	30/11/2017 14:38	Annex 2.2	Could you please clarify whether the criterion A4 regarding project evaluations in the annex 2.2 also covers mid-term and final evaluations of projects/programs or is it solely to be understood as proposal evaluation?	30/11/2017 In the context of this call for tenders Criterion A4 regarding project evaluations is to be understood as proposal evaluation.

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24	29/11/2017 15:15	01/12/2017 14:05	LIFE 2018-2020 implementation	Could you please clarify what will be the exact start date for implementation of the 2018-2020 LIFE evaluation cycle?	01/12/2017 The Contracting Authority aims at launching the first service request for evaluation of the 2018 LIFE Calls for Proposals no later than April 2018.

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