

## Call for tenders' details

Title: Management of the Administrative Secretariat of the “Co-ordination groups for Administrative Co-operation on Market Surveillance”

Start date: 24/04/2018

Time limit for receipt of tenders: 27/06/2018

Contracting authority: European Commission, DG for Internal Market,

Industry, Entrepreneurship and SMEs (GROW)

Status: Closed

## Call for tenders question list

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	30/04/2018 16:52	30/04/2018 18:40	Tender specs page 8 - Start of the work	<p>Is our understanding correct that signature of the contract will be combined with order of a list of events for a 12-month period, without going through the process of requests for services and specific contracts ?</p> <p>Could you therefore explain how are built the "projected budgetary estimates" mentioned on page 8 of the specs ? Could you also indicate if these are estimated by the contractor or by DG GROW ?</p>	<p><b>30/04/2018</b> A list of the meetings planned by the groups for the period September - December 2018 will be provided by the Commission. This list will be indicative and will be agreed after the signature of the contract between the Contractor, the Commission and the chair of each group. The estimate of the budget can be built based on the maximum prices we mention in the annexes and should be done by the Contractor.</p> <p><b>04/05/2018</b> It is a direct contract and not a framework contract with specific contracts. The price taken into consideration for the award will be as stated in the specifications: one lump sum management fee for a one-day meeting and one lump sum management fee for a supplementary day. During contract implementation, the "projected budgetary estimates" (p. 8) should be based on reasonable price estimations depending on the locations and of the number of participants of the meetings scheduled. Price per meeting would thus consist of the lump sum fee quoted in the tender (fixed for each meeting), and the estimate of reimbursable expenses for each</p>

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					reimbursable expenses for each meeting –annex 6.8 of the specifications - (in accordance with the rules stated in the tender specifications).
2	13/05/2018 11:42	14/05/2018 11:47	Reimbursement	There is a maximum amount of 750€ per journey. Does it include the costs related to the travel from home to airport/train station, from airport/train station to hotel and back ?	<b>14/05/2018</b> The maximum amount of 750€ per journey includes all costs related to the travel from home to the meeting place and back home.
3	13/05/2018 11:38	14/05/2018 11:52	Per diem	Can you indicate if there are is payment of per diem to Chairs and participants for each meeting? Would it be applied to the contractor's staff?	<b>14/05/2018</b> No subsistence allowances will be paid to the participants under this service contract. No reimbursement of subsistence allowances will be paid to contractor's staff neither, if needed this should be included in the fixed lump sum management fee.
4	13/05/2018 11:37	14/05/2018 11:55	Reimbursement	The contractor handles the payment or reimbursement of accomodation expenses based on the maximum ceiling indicated in the ToR: is the breakfast included in this maximum price per night?	<b>14/05/2018</b> The breakfast may be included as long as the maximum price per night is not exceeded.

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#	Submission date	Publication date	Question subject	Question	Answer
5	13/05/2018 11:32	14/05/2018 11:57	Reimbursement	We understand that the contractor has to reimburse or pay for travel and accomodation expenses but there is no mention of subsistence allowance or per diem. Can you confirm that subsistence allowances also have to be payed to Chairs and participants (one participant per Member State or EEA-EFTA country)?	<b>14/05/2018</b> Refer to question number 3.
6	14/05/2018 16:11	15/05/2018 13:54	Contractor's staff travel and per diems	Please clarify if the cost of contractor's staff travelling to support events, ie travel tickets (maximum 750 EUR for kick off meetings is mentioned but not for other events) and per diem is to be calculated separately or should be included in management costs.	<b>15/05/2018</b> Costs of contractor's staff (one member of the staff) travelling to support events – group meetings - will be reimbursed with a maximum of 750 € per journey/event. No per diem will be paid. Refer also to answers to questions n°2 and n°3 and to Annexes 6.8 and 6.10. Costs of contractor's staff travelling to kick off and interim meetings (maximum three members of the staff) will be reimbursed with a maximum of 750 € per journey/event. No per diem will be paid. Refer also to answers to questions n°2 and n°3 and to Annexes 6.8 and 6.10.

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7	14/05/2018 16:29	15/05/2018 13:56	Financial offer- fees for support services internet (circa)	Please clarify if the services required for computerised management of the groups (task 2 page 6 on tender specifications) are to be included in the financial offer under Support services( internet circa) and email,email delivery as flat rate unit prices or they are to be included as Management Fees- which probably makes more sense in terms of costing man days. Looking forward to your reply.	<b>15/05/2018</b> As per table included in chapter 4.1.5 (financial proposal), the services required for computerised management of the groups are to be included in the item "Support services: Telephone/fax, Internet (Circa) and e-mail, Mail delivery (post and/or e-mail), Photocopies". This item is part of the lump sum management fee.
8	14/05/2018 16:36	15/05/2018 13:58	Evidence on technical and professional capacity 5.2.3 item d	With regards to evidence referring to selection criteria 2.2 and 2.3 , in item d page 25 of the tender specifications, it is mentioned that a description of measures to ensure the quality of supplies and services as well as a description of the firm's study and research facilities is needed. As the contract refers to event and administrative support please clarify how a firm's study and research facilities are relevant and please also clarify the topics of study and research that should be covered. Looking forward to your reply.	<b>15/05/2018</b> In this specific case, you should describe the measures employed to ensure the quality of supplies and services, i.e. how the meetings, travels, accommodations and assistance to the participants will be qualitatively ensured.
9	15/05/2018 09:51	15/05/2018 14:00	Selection criteria 2.2	Can you confirm that the tenderer should possess study and research facilities related to the organisation of group meetings?	<b>15/05/2018</b> refer to answer to question n°8

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#	Submission date	Publication date	Question subject	Question	Answer
10	16/05/2018 18:23	17/05/2018 16:41	Travel and accommodation Reimbursement (participants per Member State)	If more than one participants per Member States decide to attend one meeting, who decides which of them can be reimbursed?	<b>17/05/2018</b> If there are more than one participants from a Member State or an EEA-EFTA country, they decide between themselves who can be reimbursed for his/her travel costs and maximum one night for accommodation, and inform the contractor.
11	16/05/2018 18:51	18/05/2018 16:00	Requests for training and not only logistics support at events- how many staff members may travel in this case	If, as Q&A6 indicates, the cost of only one member of staff travelling to support events is reimbursed, how does this affect the provision of training at first meeting (page 6, last bullet point)? If a group places a request for training, will the cost of travel be reimbursed for one additional member of staff, if required?	<b>18/05/2018</b> Travel expenses are reimbursed for only one member of the contractor's staff travelling for ADCO group meetings, during which training may be requested by the group's chair (maximum of 750 €/journey/participant). Please refer to the Annex 6.8 of the Tender Specifications.
12	25/05/2018 09:30	29/05/2018 09:49	Invitations	Can you confirm that the chair of the group invite the participants?	<b>29/05/2018</b> The invitation is prepared by the Chair of each group and the administrative secretariat is responsible to distribute it to the participants. See page 6 of the technical specifications: uploading onto the corresponding site meeting invitations and other documents, promptly and at the latest five working days after receiving them.

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#	Submission date	Publication date	Question subject	Question	Answer
13	25/05/2018 09:27	29/05/2018 09:52	Reimbursable expenses (p48-49 and page 53 of the specifications).	In order to be able to define reimbursable expenses, can you specify your basic requirements related to listening equipment as well as to recording equipment?	<b>29/05/2018</b> The definition of reimbursable expenses is not part of the tender to be submitted. During contract implementation, there is no specific requirement. However, the limits stated in annex 11 have to be respected.
14	29/05/2018 16:45	30/05/2018 17:37	Originals to be sent by letter	In the invitation to tender, it is written that "the hand-signed originals [of the declaration on honour and tender report] must be sent by letter at the latest on the first working day following the electronic submission of tender [...]" Could you please indicate the postal address where to send the documents ?	<b>30/05/2018</b> The postal address where to send the documents is stated in the contract notice. Section I: Contracting authority I.1) Name and addresses European Commission — Directorate-General for Internal Market, Industry, Entrepreneurship and SME's: Directorate B-Single Market Policy, Regulation and Implementation — Unit B1 — Single Market Policy, Mutual Recognition and Surveillance rue des Nerviens 105 — Office N105 03/025 Brussels 1049 Belgium

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#	Submission date	Publication date	Question subject	Question	Answer
15	01/06/2018 14:06	04/06/2018 14:06	Recording equipment	On page 49 of the terms of reference, the list of components of a 'seminar package' includes the following item: 'recording equipment'. We understand that the resulting recording will be used to help the transcription (or reporting) of the meeting and is not meant to be used for broadcasting, podcasting or web streaming (or similar). Could you confirm our understanding is correct?	<b>04/06/2018</b> We confirm that your understanding is correct.
16	01/06/2018 14:05	04/06/2018 14:07	Listening equipment	On page 49 of the terms of reference, the list of components of a 'seminar package' includes the following item: 'listening equipment'. We understand that you refer to a 'conference (or seminar) sound system'. Could you confirm our understanding is correct?	<b>04/06/2018</b> The listening equipment refers to headsets.



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#	Submission date	Publication date	Question subject	Question	Answer
17	13/06/2018 16:01	18/06/2018 16:54	Interpreting packages	<p>We understand from page 5, 49 and 53 of the Terms of References and previous questions and answers that the 'interpreting package' includes:</p> <ul style="list-style-type: none"> <li>• the interpreting itself: a service that must be invoiced as a reimbursable expenses and for which the maximum cost per interpreter and per day cannot exceed EUR 880.</li> <li>• the technical equipment which includes: <ul style="list-style-type: none"> <li>o the booth: whose rental must be invoiced as a reimbursable expense and for which the maximum cost per booth and per day cannot exceed EUR 110;</li> <li>o the accessories (recording, microphones, headsets): whose costs must be invoiced as reimbursable expenses and considered as part of the 'seminar package', for which the maximum expense per participant and per day cannot exceed EUR 85;</li> <li>o the installation, maintenance and dismantling of the booths by technicians that must be invoiced separately and as reimbursable expenses to which the financial ceilings determined for the 'lump sum fee', the 'seminar package', 'the booth' and the 'interpreting' do not apply.</li> </ul> </li> </ul> <p>Could you confirm our understanding is correct?</p>	<p><b>18/06/2018</b></p> <p>Concerning the last point, if the meeting requires interpretation, the room should have booths. So the installation, maintenance and dismantling of the booths by technicians is included in the ceiling foreseen therefore in annex 6.11. i.e. 110 €/day for one booth.</p>

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				understanding is correct?	
18	14/06/2018 10:17	18/06/2018 16:55	Travel Reimbursements	Travel reimbursement is listed under the title 'reimbursable expenses' (see ToR's page 49). However, there is no link between the duration of a meeting/seminar (on which the financial ceilings imposed for the management of meetings/seminars are based) and the workload resulting from managing travel reimbursement. We therefore understand that the management of travel reimbursement is not included in what is defined as 'lump sum fee contractors own cost' (see ToR's page 48). Could you confirm that our understanding is correct?	<b>18/06/2018</b> The management of travel reimbursement is included in the management of the meetings, i.e. under the lump sum fee.

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#	Submission date	Publication date	Question subject	Question	Answer
19	13/06/2018 16:04	19/06/2018 16:42	Meetings	Could you provide the tenderers with the exhaustive and detailed list of meetings/seminars organised under the current framework contract since the beginning of the contract including, for each of them: location (city-if possible venue), duration (in days), interpretation needs (including number of interpreted languages)?	<b>19/06/2018</b> According to paragraph 1.3 of the tender specifications, a provisional meeting schedule will be provided by the Commission before the kick-off meeting, which may be held immediately after the contract is signed. In the three-week period following the signing of the contract, the provisional meeting schedule will be reviewed by the Contractor. The reviewed schedule will then be submitted to the Commission. The schedule will comprise the agreed final work programme, including the number and the dates of the meetings to be held by each group, as well as the projected budgetary estimate for each meeting. Furthermore, a list of the groups indicating the number of their members and meetings per year can be found at annex 6.9.
20	13/06/2018 16:04	20/06/2018 10:21	Telephone line cost	We understand the cost for the item 'telephone line' (included in the 'seminar package') as the cost for providing a telephone line, excluding the cost of the calls (which should be invoiced separately and as a reimbursable expense). Could you confirm our understanding is correct?	<b>20/06/2018</b> The telephone line is included in the seminar package and the cost of the calls must be included in the package.

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#	Submission date	Publication date	Question subject	Question	Answer
21	20/06/2018 10:01	22/06/2018 11:27	Past events location	Many thanks for the clarification on question 19. Could you, however, provide us with the list mentioned in that question covering the 4 past years (including the current year). That list is crucial for us to be able to assess the impact of the financial constraints set on the items included in the interpretation package on the project business model. The ceiling price for the interpretation booth, including technician (110 €/day ) is, surprisingly, way below the best market prices (in Brussels and in the rest of the European Union). Should the proportion of events that include interpretation reach a critical level, the economic viability of the whole project would be at stake. We are sure you understand how important this issue is.	<b>22/06/2018</b> Please refer to the answer to the question n°17. A list of the recent meetings has been added to the documents published – October 2016 until 7th February 2018. This list is an example and the exact number of meetings with interpretation as well as the languages (except EN) are not known at this stage.

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