

Call for tenders' details

Title: Production of multimedia online content

Start date: 22/06/2018

Time limit for receipt of tenders: 05/09/2018

Contracting authority: European Parliament, DG Communication (COMM)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	11/07/2018 12:08	17/07/2018 10:37	Template for case study proposals	For ease of submission, can we insert our answers to the questions provided in annex XI in a word document and submit them in this way?	17/07/2018 Yes you can.

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#	Submission date	Publication date	Question subject	Question	Answer
2	17/07/2018 09:49	17/07/2018 17:33	Provision of evidences concerning the exclusion and selection criteria	<p>• Page 5/8 of the 'Conditions for submitting a tender' document:</p> <p>'All the documents requested in points 14.1. (Legal and regulatory capacity), 14.2 (Financial and economic capacity) and 14.3. (Technical and professional capacity) of the specifications.'</p> <p>1.1 We assume that '14.1, 14.2, 14.3' should be replaced with '17.1, 17.2, 17.3'. Do you confirm? 1.2 We understand from this that we have to provide all documents related to the 'Technical and professional capacity' with the bid. Do you confirm?</p> <p>• Page 7/8 of the 'Conditions for submitting a tender' document – Notification of results:</p> <p>'In any event, the award decision will not become final until the selected tenderer has submitted the requisite documentary evidence concerning the exclusion and selection criteria referred to in points 13 and 14 of the specifications and this has been accepted by the European Parliament. Acceptance will be communicated in writing, and will enable the selected tenderer to sign</p>	<p>17/07/2018</p> <p>1.1 Yes we confirm. 1.2 Yes you have to provide those documents with your offer. 2.1 Yes we confirm. 2.2 The documents related to the exclusion criteria are actually not mandatory in the offer (see page 17 of the specs), while the documents related to the selection criteria must be provided in the offer.</p>

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				<p>enable the selected tenderer to sign the contract if the period of 15 (or 10, respectively) calendar days has elapsed.'</p> <p>2.1 We assume that 'points 13 and 14' should be replaced with 'points 16 and 17'. Do you confirm?</p> <p>2.2 We understand from this that we have to provide all documents related to the 'Technical and professional capacity' upon request, after the bid submission. Could you make this clear in the light of the previous question?</p> <p>Thank you</p>	

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#	Submission date	Publication date	Question subject	Question	Answer
3	17/07/2018 09:54	17/07/2018 17:34	Provision of evidences concerning the exclusion and selection criteria	<p>Page 19/21 of the Specifications document:</p> <p>'Depending on the nature, quantity or scale and purpose of the supplies, services or works to be provided, the technical and professional capacity of economic operators will be substantiated by one or more of the following documents:</p> <p>a) the educational and professional qualifications (CV's), skills, experience and expertise of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the persons responsible for the performance;</p> <p>b) a list of the principal services provided and supplies delivered in the past 3 years, with the sums, dates and clients, public or private accompanied upon request by statements issued by the clients.</p> <p>Where necessary in order to ensure an adequate level of competition, the contracting authorities may indicate that evidence of relevant supplies or services delivered or performed more than 3 years before will be taken into account.'</p> <p>1) Could you clarify this part of the text: 'Depending on the nature, quantity or scale and purpose of the</p>	<p>17/07/2018</p> <p>1) That sentence is part of the template for the European Parliament, which is used to cover all types of contracts. In this instance, the nature, quantity or scale and purpose of the services to be provided refers to the services mentioned in this call for tender. There is no additional special meaning.</p> <p>2) Those documents should be part of your offer. Please refer to the conditions.</p>

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				<p>quantity or scale and purpose of the supplies, services or works to be provided' ?</p> <p>2) Could you tell us at which step of the bidding process those documents should be provided?</p> <p>Thank you</p>	
4	12/07/2018 16:13	17/07/2018 17:35	Evaluation criteria	<p>On page 20 of the tender specifications it states that (for each case study) tenderers need to obtain a minimum of 13 points under the 'Demonstrating Innovation & Creativity' category.</p> <p>However, looking at the individual minimum pass points (for both case studies), the total for 'Demonstrating Innovation & Creativity' comes to 11 rather than 13.</p> <p>Therefore, can you please clarify what is the minimum number of points that tenderers need to achieve for the 'Demonstrating Innovation & Creativity' category in order to be selected for the next stage of the evaluation (i.e. based on price)?</p>	<p>17/07/2018</p> <p>Yes you are right, this is a typo: the minimum is 11 points, not 13. We have uploaded a corrected version of the specifications, with those two corrections in track changes.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
5	11/07/2018 13:39	17/07/2018 17:37	Interim payments	<p>Article I.4 of the draft framework contract refers to interim payments.</p> <p>Can you please confirm that pre-financing payments are not foreseen? Can you also clarify at what point(s) in the life cycle of a specific contract interim payment(s) may be requested?</p> <p>We thank you in advance.</p>	<p>17/07/2018</p> <p>We confirm that pre-financing payments are not foreseen. There are no limitations to the number of interim payments the contractor will be able to request for a project. The principle to apply is that the European Parliament will pay for costs incurred, according to the technical report accompanying each invoice. Complementary and more detailed payment arrangements can be set up in the specific contract (depending on the nature of the project). Please note that the hierarchy of the documents as stated in the article I.18 of the draft framework contract will apply.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
6	26/07/2018 09:30	30/07/2018 16:37	Joint tender	<p>1. Should the technical offer be signed or only the economic offer?</p> <p>2. In the case of a joint tender, must all parties meet the technical and the economic solvency requirements, or is it sufficient if one of them complies?</p> <p>3. In the case of a joint tender, can the leader of the consortium be one of the companies that doesn't meet the economic and technical solvency requirements?</p> <p>4. Should the tender be presented in 3 envelopes? Administrative, technical and financial?</p>	<p>30/07/2018</p> <p>1. We expect at least the signature of a cover page and the signature of the price list. You do not need to sign every single page of the technical offer.</p> <p>2. In principle, it's enough if one complies, but please read carefully the points 6 and 17 of the "Specifications", as the evaluation committee will assess offers based on those.</p> <p>3. In principle yes, but see point above.</p> <p>4. The "Conditions" mention three sections, not three envelopes.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
7	11/07/2018 13:37	30/07/2018 16:39	Point 8 - "On-site repair services in case of operational failures"	<p>Point 8 of the specifications refers to "on-site repair services in case of operational failures".</p> <p>To help tenderers to correctly estimate resource needs and costs, could you please provide some examples of typical scenarios under which such services might be requested? What is the range of systems or devices to which such services might be applied?</p> <p>Thank you.</p>	<p>30/07/2018</p> <p>Typical scenario: The contractor is asked to develop an app that manages the Facebook live interviews on the EP's Facebook page. The app has technical difficulties that the EP social media team is unable to solve, the contractor might be asked to come and solve it on the spot.</p> <p>Examples of systems or devices to which such services might be applied (non-exhaustive list): social media platforms (online, mobile), websites, dashboards, VR appliances, interactive video.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
8	27/07/2018 14:39	30/07/2018 16:48	Annex VII - Financial data sheet VS statement of overall turnover and turnover in the area covered by the contract	<p>The document library includes Annex VII - Financial data sheet. Could you please clarify the following questions:</p> <p>1) Annex VII contains the following mistakes, which are to be corrected by the tenderers . It reads 'Total turnover for the last three financial years' and 'Total profit after tax for the last three financial years'</p> <p>Question: Correction to be made by tenderers: 'three' is to be replaced by 'two'. Do you confirm?</p> <p>2) None of the sections in point '5.1 Administrative Part' of the 'Conditions for submitting a tender' make reference to Annex VII.</p> <p>Question: Where in the tender should Annex VII be included?</p> <p>3) Chapter 17 - Selection Criteria of the tender specifications, Point 17.2 Financial and economic capacity states, among other things, that "Financial and economic capacity will be assessed on the basis of the information included in the following documents, to be supplied by tenderers: - a statement of overall turnover and turnover in the area covered by the</p>	<p>30/07/2018</p> <p>1) Yes we confirm that you can only provide those figures for the last two years.</p> <p>2) You can include them in section 2, next to the documents for the financial selection criteria.</p> <p>3) Yes, both.</p>

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				<p>turnover in the area covered by the contract during a period which may be no more than the last two financial years available.", which is to be provided at tender submission and included in Section 3 "Supporting documents relating to the selection criteria"</p> <p>Question: Are tenderers to provide both the statement of overall turnover above AND 'Annex VII - Financial data sheet', which does not include the turnover in the area covered by the contract?</p>	

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#	Submission date	Publication date	Question subject	Question	Answer
9	27/07/2018 11:18	30/07/2018 16:50	Annex VI and letters of intent from subcontractors	<p>Chapter 5 - I - Administrative Part of the tender specifications states the title of each section of the Administrative Part and specifies its content.</p> <p>Titles are as follows - Section 1, 'Memorandum and articles of association - Consortiums', - Section 2, 'Supporting documents relating to the exclusion criteria', - Section 3, 'Supporting documents relating to the selection criteria'.</p> <p>Could you please specify in which of the sections above should the following be included? 1) "Annex VI – Declaration concerning subcontractors" 2) Letters of intent from subcontractors (re: page 18 of the specifications: "The tenderer may also rely on the capacity of other entities, irrespective of the legal nature of the links between him and those entities. In that case, he must prove to the European Parliament that he will have the resources needed to perform the contract, for instance by providing an assurance of the undertaking by those entities to make them available to him.")</p>	<p>30/07/2018</p> <p>1) Annex VI can be included in section 1. 2) All documents used for the selection criteria should be included in section 3.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
10	30/07/2018 11:51	30/07/2018 17:15	Anex VI subcontractors	In the case of subcontracting, in which envelope should we introduce Annex VI?	30/07/2018 Annex VI should be in the administrative part. Further details on technical aspects of subcontracting should be in the technical part.
11	31/07/2018 09:15	31/07/2018 09:42	Envelopes	You can confirm that the three parts of the proposal: administrative, technical and economic, are presented in the same envelope? Everything is also presented in the same USB? Thank you!	31/07/2018 Yes, you can put the three sections in the same envelope (be careful about the double envelope for confidentiality purposes though) and yes, you can have the whole electronic version of your offer on the same USB (be careful to submit two though).
12	01/08/2018 09:45	02/08/2018 15:42	Financial identification of the tenderer	We noticed that the document library includes Annex IV - Financial identification form - supplier. Could you please clarify the following? 1) Is this form to be submitted with the tender? 2) If 1)=yes, where in the tender should it be included? 3) If 1)=yes, can it be replaced by the standard Financial identification form downloadable from the ec.europa.eu library?	02/08/2018 1) Yes, the Annex IV -Financial Identification Form should be submitted with the tender. 2) The Annex IV should be submitted in the "Administrative" part. 3) Please select the appropriate Identification Form (Annex IV) according to your Legal Entity. A new document "Annex IV Legal Entity Form – Individual" has been uploaded in the document library.

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13	31/07/2018 16:16	02/08/2018 15:47	Your reply to question 8	<p>Point 2) in question 8 refers to where in the administrative part of the tender Annex VII should be included. The reply is 'in Section 2, next to the documents for the financial selection criteria'.</p> <p>Do you confirm that the reply should be 'in Section 3' instead of Section 2, as Section 2 is for the exclusion criteria?</p>	<p>02/08/2018 Yes, the Annex VII should be in Section 3 of the Administrative part.</p>
14	03/08/2018 14:59	07/08/2018 15:10	Annex IV - Financial identification form	<p>1) Could you please indicate in which of the following sections of the Administrative part of the tender Annex IV should be included? Section 1 - Memorandum and articles of association Section 2 - Supporting documents relating to the exclusion criteria Section 3 - Supporting documents relating to the selection criteria</p> <p>2) Could you please confirm that in case of a joint tender only the leader is to submit Annex IV - Financial identification form?</p>	<p>07/08/2018 1) Annex IV should be included in Section 3 (Selection criteria) of the "Administrative" part. 2) Annex IV is to be filled in only by the authorised representative of the group of operators submitting the tender.</p>

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15	07/08/2018 09:25	20/08/2018 15:16	Case Studies / Signed documents	<p>Could you confirm the Case studies documents should be included in the Technical Part?</p> <p>In addition to Case Studies, we don't need to include any other proposal, right? We have to made the proposals for the Case Study Brief 1 and Case Study Brief 2?</p> <p>Finally, the documents that must be submitted signed: can we sign them on paper, or they must be signed digitally and printed in pdf format?</p>	<p>20/08/2018</p> <p>The case studies documents should be included in the Technical part. The Technical part should include all the documents specified to point 5. of the Conditions -Content and presentation of tenderers.</p> <p>If a document needs to be signed, it has to be with ink on paper (the EP does not recognize any type of electronic signature).</p>

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16	03/08/2018 16:36	20/08/2018 15:46	<p>1. Presentation of the offer</p> <p>2. Technical and professional capacity</p>	<p>1. In terms of the 3 'parts', could they be presented for example together in one folder, but separated with dividers, or should they be presented as completely standalone parts.</p> <p>2. The tender specification state:</p> <p>(f) a list of the principal services provided and supplies delivered in the past 3 years, with the sums, dates and clients, public or private accompanied upon request by statements issued by the clients.</p> <p>Can you please clarify if statements should be included in the offer? Or is it the case that these may be requested later, following submission?</p> <p>The specifications also state:</p> <p>Where necessary in order to ensure an adequate level of competition, the contracting authorities may indicate that evidence of relevant supplies or services delivered or performed more than 3 years before will be taken into account .</p> <p>Does this mean that experience prior to 3 years will be taken into account or not?</p>	<p>20/08/2018</p> <p>1. The three parts mentioned in point 5. of the Conditions: I - Administrative Part, II – Technical part and III - Financial part can be introduced in one folder with dividers or in separate envelopes, it won't have any impact on the evaluation of the offers.</p> <p>2. a) According with paragraph 15.3 of the Specifications, the statements issued by the clients could be requested by the EP at the later stage, during the evaluation process.</p> <p>b) The EP reserve the right to take into account evidence of relevant supplies or services delivered or performed more than 3 years before.</p>

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				or not?	
17	21/08/2018 09:41	22/08/2018 13:36	Annex XI - Case Study Resources	Can tenderers use different staff profiles providing they come from Annex X - Price List?	22/08/2018 Yes.
18	22/08/2018 12:32	22/08/2018 13:37	Electronic signature	The documents can be signed with electronic signature for the two electronic copies, or we need to scan the original copy with the signature with ink?	22/08/2018 The European Parliament does not recognize any type of electronic signature, so only the "pen to paper" original versions are considered valid. So please scan the original copy with the signature with ink.
19	24/08/2018 11:42	28/08/2018 08:46	Annex XI. Case Study Brief 2 - Dashboard	Labels A3 and A5 are asking for similar explanation (status reporting and meetings). Could you please specify in detail the information and differences you expect for each label?	28/08/2018 Label A3 is about the way and kind of reporting methods (what kind of meetings are planned), and Label A5 is the kind of documents and outcomes of the planned meetings.

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20	10/08/2018 14:49	28/08/2018 08:47	Technical Part - content of sections 1 and 2	<p>According to the conditions for submitting a tender, part 'II - Technical Part' should be made up of two sections: 'Section 1 - Technical Documents' and 'Section 2 - Samples - Catalogues'.</p> <p>Could you please confirm the following or otherwise explain?</p> <ul style="list-style-type: none">- the responses to the two case studies (limited to a maximum of 400 words per response) should be included in Section 1 above- all the supporting documents to all responses should be included in section 2 above.	<p>28/08/2018</p> <p>We confirm that the supporting documents are outside the 400 word limit, and should be treated separately.</p>

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