

## Call for tenders' details

Title: Monitoring Digital Transformation and Key Enabling Technologies

Start date: 23/03/2018

Time limit for receipt of tenders: 04/05/2018

Contracting authority: Executive Agency for Small and Medium Sized Enterprises (EASME)

Status: Closed

## Call for tenders question list

**Call for tenders questions summary**

#	Submission date	Publication date	Question subject	Question	Answer
1	09/04/2018 13:26	13/04/2018 15:15	Work Package 2 - Updating of databases Task 2.8: Management and further development of KETs Observatory, mapping of KETs Technology Centres and DTM web tools	<p>Page 20 of ToR states: "The Contractor is supposed to provide user support via electronic mail in 24 hours."</p> <p>Could you please specify which kind of support has to be provided? It this covering user access to tools, or also advice on content and data interpretation? There are expectations to this request (e.g. media professionals, lawyers, etc.)</p>	<p><b>13/04/2018</b></p> <p>The contractor is requested to provide both kinds of user support, on user access and on content and data interpretation.</p> <p>The contractor is expected to process any user request within 24 hours (only on working days). By the term "process" it is meant, that:</p> <ul style="list-style-type: none"> <li>- The contractor shall acknowledge the receipt of the question to the user.</li> <li>- The contractor should either answer the question directly, or (for questions which need the involvement of data experts) forward the question to relevant experts.</li> </ul> <p>The tender is expected to describe how they will process requests and describe the level of service they are committed to provide, for example:</p> <ul style="list-style-type: none"> <li>- receipt of 100% of questions processed within 24 hours.</li> <li>- 70% of inquiries solved within 1 working day.</li> <li>- 20% solved within 2 working days.</li> <li>- 10% solved within 5 working days.</li> </ul>

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	09/04/2018 13:25	13/04/2018 16:16	Work Package 2 - Updating of databases Task 2.8: Management and further development of KETs Observatory, mapping of KETs Technology Centres and DTM web tools	<p>Page 20 of ToR states: "This task may require up to 12 on-site technical meetings and reviews (appropriate budget shall be planned by the Contractor)."</p> <p>Are these meetings planned to take place at EASME facilities or at the different services concerned? Which are the costs that are covered by the "appropriate budget" mentioned?</p>	<p><b>13/04/2018</b></p> <p>The on-site technical meetings are planned to be held at Commission/EASME premises. No costs are expected in relation to expert reimbursement, catering, etc.</p> <p>The contractor is expected to provide the personnel necessary to organise and follow-up these meeting.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
3	09/04/2018 13:32	13/04/2018 16:23	Work Package 3: Production of analytical reports Task 3.2.	<p>Page 23 of ToR, related to task 3.2, states that “The Contractor shall test and further substantiate the recommendations through a series of workshops with experts from KETs Centres and other relevant stakeholders (e.g. clusters, Enterprise Europe Network, regional agencies, etc.). The workshops shall also contribute to stimulating the creation or improvement of pan-European networks of KETs Centres. The design of the workshops shall take into account all other relevant initiatives of the European Commission, such as the Digital Innovation Hubs, the Open Innovation Test Beds, the Smart Specialisation Platform on Industrial Modernisation and the European Network of Defence-related Regions. In the technical offer, tenderers shall indicate an appropriate number of workshops to perform this task and justify their proposal.”</p> <p>Can these workshops take place at EASME/EC facilities? Which are the costs to be covered by the Contractor? Is there any limitation on the number of workshops or the people to be participating?</p>	<p><b>13/04/2018</b> It will be the responsibility of the contractor to organize all workshops and to cover all related costs. This includes the rent of venues convenient to hold these workshops. The tender shall propose a suitable number of workshops needed to ensure the robustness and quality of the reports and recommendations (no limit). The tender shall estimate the expected number of stakeholders / participants to invite in order to ensure the robustness and quality of the reports and recommendations (no limit).</p>

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#	Submission date	Publication date	Question subject	Question	Answer
4	09/04/2018 13:58	13/04/2018 16:27	<p>Work Package 5: Platform development</p> <p>Task 5.1: Development of a work plan on how the monitoring tools, indicators and data could be presented on the "europa.eu" web site</p>	<p>Page 31 of ToR states, with regards to Task 5.1: "Based on the results and recommendations of the study, the Contractor will organise a minimum of 3 workshops with relevant experts (around 20 per workshop) to get a realistic understanding of the feasibility of the proposed recommendations, i.e. how best to develop a common approach, set priorities, design principles, and present progress across the monitoring tools. In its offer, Tenderers shall indicate an appropriate number of workshops to perform this task and justify its proposal."</p> <p>Are these meetings those indicated as 'taskforce workshops' on the list of deliverables under WP5 on page 47? If so, which is the final number of workshop to be organised, 3 as stated on the list or ' a minimum of 3' as indicated on the text at page 31? Are all of them to be organised at the European Commission premises or in any other venue? Could you please indicate which are the costs that shall be covered by the Contractor which are the foreseen venues, how many participants are expected and which are the costs to be covered by the Contractor?</p>	<p><b>13/04/2018</b></p> <p>Yes, these meetings are those indicated as 'taskforce workshops' on the list of deliverables under WP5 on page 47. A minimum of 3 or more workshops, depending on the results and recommendations of the study "Towards better monitoring of innovation strengths, regional specialisation, and business trends in support of industrial modernisation in the EU" shall be organised by the contractor. As a general rule, workshops will not be organised at the European Commission premises. As stated on page 31 of the technical specifications of the Call for tenders, around 20 participants per workshop may be expected. As stated on page 39 of the technical specifications of the Call for tenders, for all the aforementioned workshops, Member States Board meetings, policy seminars, etc., the Contractor shall cover the costs of the venue and catering as well as the travel and accommodation costs for the experts.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
5	09/04/2018 13:31	13/04/2018 16:30	Work Package 3: Production of analytical reports Task 3.2.	<p>On page 22 of ToR, related to task 3.2, it is stated that “On the basis of the work carried out under WP1 and taking the example of the Digital Transformation Scoreboard and of the KETs Observatory reports, the Contractor shall produce publish and promote reports on an annual basis presenting the overall findings of the three monitoring tools with corresponding concrete policy recommendations.”</p> <p>Are these reports the ones related to the list of deliverables indicated at point 3 under WP3 (page 46)? If so, could you please specify if the Contractor has to follow the expected timing of publication indicated for this deliverable on the indicative time table (M24) or the annual basis proposed in the text?</p>	<p><b>13/04/2018</b> Yes, these reports are related to the list of deliverables indicated at point 3 under WP3 (page 46). The proposed timing is indicative: Reports on the general findings of the KETs Observatory, inventory and mapping of KETs Technology Centers and DTM with policy recommendations should be prepared on an annual basis, i.e. one set of reports after the publication of the first set of indicators for KETs and DTM tools (after M12) and a second set of reports after the publication of the reviewed indicators (in M24) and of the country reports in M25.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
6	09/04/2018 13:34	18/04/2018 10:25	Work Package 3: Production of analytical reports Task 3.3. Production of analytical reports on promising KETs-based products/applications	<p>Page 23 of ToR (task 3.3.): “To produce the reports, the following activities must be undertaken: (a) Selection of at least 12 promising KETs based products/applications)...”</p> <p>The list of deliverables in page 46 is specifying 15 reports, instead of 12 promising products/applications as stated on page 23. How many reports is the Contractor is finally requested to produce?</p>	<p><b>18/04/2018</b></p> <p>The contractor is requested to produce 15 reports as specified on page 46. The reference to 12 reports is not correct on page 23.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
7	09/04/2018 14:06	18/04/2018 10:37	Work Package 6: Dissemination and communication activities Task 6.3. Participation in major European events, workshops, conferences and organisation of policy seminars	<p>Page 35 of ToR, with regards to Task 6.3, states: “The Contractor shall identify and propose European events, workshops and conferences – relevant to the objectives of the project – to participate at. In agreement with and/or following a request by EASME/the Commission services, the Contractor shall present and promote the tools and analyses of the KETS Observatory, mapping of KETs Technology Centres and DTM at these events (30 events estimated).”</p> <p>Could you please specify if this participation is only about presentations of one or two participants or this activity could be also including stands or other kind of actions?</p> <p>Page 35 of ToR, with regards to Task 6.3, states: “the Contractor shall prepare and organise a series of 8-10 Policy Seminars on EU policy on KETs and digitising European industry for different types of audience (public regional authorities, private entities, associations, business clusters, etc.) with a view to spread the policy messages, strengthen the sense of “urgency” to act and trigger simultaneous, coordinated pan-</p>	<p><b>18/04/2018</b> As stated on page 33 of the ToR, the Contractor will develop a sound communication strategy with roadmap describing how the defined target groups can best be reached and how the three monitoring tools will be aligned in terms of timing, presentation, publication and dissemination channels. As part of this strategy, the tender shall identify and propose the most relevant types of participation in the above mentioned 30 events (e.g. speeches, presentations, stands, info-points, etc.).</p> <p>As a general rule, workshops will not be organised at the European Commission premises. As stated on page 39 of the technical specifications of the Call for tenders, for all the aforementioned workshops, Member States Board meetings, policy seminars, etc., the Contractor shall cover the costs of the venue and catering as well as the travel and accommodation costs for the experts.</p>



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				<p>simultaneous, coordinated pan-European action. The seminars will, in principle, be organised in Brussels for around 50 participants each.”</p> <p>Are these Policy seminars to take place in the EASME/EC/ EU institutions premises? If not, are the costs of the venue and the meeting rooms to be covered by the Contractor?</p>	
8	09/04/2018 14:06	18/04/2018 10:46	Work Package 6: Dissemination and communication activities Task 6.2. Technical support to dialogues and networking between policy makers	<p>Page 35 of ToR, with regards to Task 6.2, states: “Organisation of 6 joint meetings of the Member States Boards (approximately two meetings per year for about 45 participants from both Member States Boards in total, usually to be organised in Brussels);</p> <p>- Catering and reimbursement of travel and accommodation costs for the members of both (about 45 members in total);”</p> <p>When it is said "In Brussels", do you mean "at EC premises or EU institution premises"? If the venue is another one, are these external costs to rent the venue covered by the Contractor?</p>	<p><b>18/04/2018</b></p> <p>Member States Boards meetings might be organised at EC premises in Brussels if available. As stated on page 39 of the technical specifications of the Call for tenders, for all the aforementioned workshops, Member States Board meetings, policy seminars, etc., the Contractor shall cover the costs of the venue and catering as well as the travel and accommodation costs for the experts.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
9	09/04/2018 14:05	18/04/2018 10:53	Work Package 6: Dissemination and communication activities Task 6.1. Methodology and roadmap for communication and awareness raising	<p>Page 34 of ToR, with regards to Task 6.1, states: "The strategy shall include a concept for the organisation of a series of workshops, policy panels or training sessions (minimum 40 events in total) that bring together public and private stakeholders from different regions to explore how they can translate their regional smart specialisation priorities in the field of digital and KETs into joint high-quality projects and smart investments for industrial modernisation and new value chains."</p> <p>Are these 40 events to be organised by the contractor in amount of all the events and meetings already mentioned in the tender? Which are the costs to be covered by the Contractor? Can some institutional venues be proposed (including EC facilities or other EU institutions e.g. European Parliament or CoR?)</p>	<p><b>18/04/2018</b> Member States Boards meetings might be organised at EC premises in Brussels if available. As stated on page 39 of the technical specifications of the Call for tenders, for all the aforementioned workshops, Member States Board meetings, policy seminars, etc., the Contractor shall cover the costs of the venue and catering as well as the travel and accommodation costs for the experts.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
10	09/04/2018 13:26	18/04/2018 11:00	Work Package 2 - Updating of databases Task 2.8: Management and further development of KETs Observatory, mapping of KETs Technology Centres and DTM web tools	Page 20 of ToR states: "The Contractor is expected to regularly report user improvement suggestions." Which is the timing expected for the reporting on these suggestions?	<b>18/04/2018</b> The timing shall depend on the type of suggestions. In case a user notifies the website of a serious error, inconsistency in the indicators, etc., EASME shall be notified as soon as possible. If the suggestion is more about user improvement, nice-to-have features, etc., the contractor shall notify EASME within the scope of the monthly progress reports. In both cases, the contractor shall acknowledge the receipt of the suggestion from the user and ensure them that their suggestion will be taken into consideration / the issue they highlighted will be dealt with.

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#	Submission date	Publication date	Question subject	Question	Answer
11	09/04/2018 14:07	18/04/2018 11:26	Work Package 6: Dissemination and communication activities Task 6.4. Provision of graphic design services, promotional material and printing services	<p>Page 37 of ToR, with regards to Task 6.4, states: "Where appropriate, specific promotional material, most often linked to events (e.g. conference agendas, invitations, press releases, videos, leaflets and policy background documents) has to be prepared also in the local language where the event takes place, so provision for translation should be foreseen in the financial offer."</p> <p>Could you please specify which could be the number of languages for translation and the minimum number of copies requested for each one of the 'print' elements mentioned?</p>	<p><b>18/04/2018</b> No quantitative target is set a priori on the number of languages for translation and the minimum number of copies requested for each one of the 'print' elements mentioned. However given the current scope of the foreseen actions, one could reasonably expect the production of promotional material in a maximum of 12 EU languages. Copies have to be produced according to the details listed under tasks 6.1., 6.2., and 6.3. of the ToR.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
12	09/04/2018 14:11	18/04/2018 11:30	Work Package 7: Set- up of project, Steering Committee and Expert Pool for workshops Task 7.3. Setting-up an informal pool of qualified experts for workshops	<p>On page 38 of ToR, with regards to Task 7.3, it is stated that “The pool should cover at least 20 EU Member States with a good representativeness and geographical balance. The pool will be consulted regularly and experts from this pool will be invited to expert workshops on an ad-hoc basis (with at least 60 % new experts at each workshop).”</p> <p>Could you please specify if any of these workshops are already included in any of the other WP? On the lists of deliverables on page 48 only the proposal of the expert pool is mentioned. Which are the costs related to the workshops or expert meetings to be covered by the Contractor?</p>	<p><b>18/04/2018</b></p> <p>The objective of setting-up an informal pool of qualified experts is that these experts actively participate in the workshops mentioned in the different work packages of the ToR. As stated on page 39 of the ToR, for all the aforementioned workshops, Member States Board meetings, policy seminars, etc., the Contractor shall cover the costs of the venue and catering as well as the travel and accommodation costs for the experts.</p>
13	09/04/2018 13:24	18/04/2018 11:32	Work Package 2 - Updating of databases  Task 2.8: Management and further development of KETs Observatory, mapping of KETs Technology Centres and DTM web tools	<p>Page 19 of terms of reference states that contractor should provide content developed in WP1 to 3, including datasets of indicators developed and continuously updated.</p> <p>Could you please specify and detail which are the indicators to be "continuously" updated on the web to not enter into conflict with previous regular updates foreseen in the indicative planning?</p>	<p><b>18/04/2018</b></p> <p>The indicators which are referred to under Task 2.8 shall be indeed regularly updated according to the indicative planning. The updated indicators shall be published on the website.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
14	09/04/2018 13:27	18/04/2018 11:49	Work Package 2 - Updating of databases Task 2.8: Management and further development of KETs Observatory, mapping of KETs Technology Centres and DTM web tools	<p>Page 20 of ToR states that "The scope and the utility of the KETs Observatory, mapping of KETs Technology Centres and DTM might be further increased by publishing relevant content produced by other sources within a sound strategy aimed at increasing the awareness of activities related to digital and key enabling technologies through a central hub, that would collect and disseminate all relevant information. For example, news items, studies, etc. related to KETs or digital technologies such as high-tech skills studies, events, information on relevant technology research, etc. This type of activity will require journalistic and editorial expertise."</p> <p>Could you please clarify and list which are the expected results, the deliverables and timing of the activities mentioned in this section (strategy, central hub conception, news production)?. Are these activities related to the deliverables expected under WP6 on page 47? If yes, could you please indicate if the creation of a central hub is covered by this tender and, if not, when is this hub going to be conceived in order to be tuned with the Contractor?</p>	<p><b>18/04/2018</b> Please see task 6.5. of the ToR for details on expected results, deliverables, timing etc. The term "central hub" is meant to refer to the website hosting the DTM, KETs observatory and the mapping of KETs technology centres. The aim is that the website would act as a hub, publishing not only content produced under this contract, but also referencing to other content produced under other EU initiatives. This is meant as a first step to reducing the fragmentation of sources relevant in the area of digital transformation and KETs.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
15	09/04/2018 13:39	18/04/2018 11:53	Work Package 3: Production of analytical reports Task 3.5. Production of analytical reports on new business applications, promising trends and products in advanced technologies	<p>Page 24 of ToR (Task 3.5) states that “The Contractor will deliver analytical reports on promising trends in advanced technologies and new business applications that have the potential to create new or strengthen existing intra-European value chains.”</p> <p>How many reports are expected in total? Are these the 15 analytical reports mentioned in page 46 or are they meant to refer to something different? How long should these reports be?</p>	<p><b>18/04/2018</b> A total of 6 analytical reports (around 25 pages each) on promising trends, new business applications and products based on digital and/or key enabling technologies will be prepared on a quarterly base from month 12-30, see also page 46 of the ToR.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
16	09/04/2018 13:52	18/04/2018 15:50	Work Package 4: Technical support to the work of the Strategic Forum Task 4.1. Analytical support to the work of the Strategic Forum for Important Projects of Common European Interest (IPCEIs)	With regards to point 3 entitled "For the key value chains identified at point 2, further specific analysis", of task 4.1, on page 28, could you please specify how many value chains should be identified at point 2? On how many value chains should point 3 and subsequent points focus on?	<p><b>18/04/2018</b></p> <p>The Strategic Forum's task is to define and list value chains of strategic importance for Europe. The Commission cannot, at this stage, define a fixed number. As described in the Technical Specifications, Task 4.1.2, the prioritisation of key value chains shall be done in consultation with the Strategic Forum.</p> <p>The methodology for prioritisation should not be build depending on a targeted number of key value chains but according to evidence-based criteria and a sound economic and industrial policy rationale.</p> <p>While the Commission estimates at the current point in time that Tasks 4.1.3 and 4.1.4 may need to be done for up to 12 value chains, and Tasks 4.1.5 and 4.1.6 for up to 6 value chains[1], flexibility is expected from the Contractor to provide sufficient and adequate analytical support to the work of the Strategic Forum, including by adapting to possibly evolving needs of the Strategic Forum during the process. Flexibility will be a key success factor for this Work Package.</p>



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#	Submission date	Publication date	Question subject	Question	Answer
17	09/04/2018 13:53	18/04/2018 16:36	Work Package 4: Technical support to the work of the Strategic Forum Task 4.2 Operational support to the work of the Strategic Forum for Important Projects of Common European Interest (IPCEIs)	<p>Page 30 of ToR, with respect to task 4.2, states "Operational support to the Strategic Forum should include 1) Technical support for the organisation of the meetings of the Strategic Forum (max 50 members) as well as side meetings".</p> <p>According to the list of deliverables on page 47, the Contractor is requested to organise 6 meetings for the 50 members of the Strategic forum. Are all of them to be organised at the European Commission premises? The call specifies that catering, travel and accommodation arrangements should be foreseen for these meetings. Are there any other costs to be considered for the 6 meetings? Concerning the side meetings, Could you please specify how many of these meetings are planned, which are the foreseen venues, how many participants are expected and which are the costs to be covered by the Contractor?</p>	<p><b>18/04/2018</b></p> <p>All the meetings referred to in Task 4.2.1 and Task 4.2.2 will be organised at the Commission premises. As regards the meetings referred to in Task 4.2.1:</p> <ul style="list-style-type: none"> <li>- For the official meetings of the Strategic Forum (up to 6 physical meetings in Brussels), the Commission will provide the premises and cover the travel and accommodation expenses of the members of the Strategic Forum. The Contractor should cover the catering costs.</li> <li>- For the meetings of the Sherpas of the Strategic Forum (up to 7 "side meetings" of the Sherpas in Brussels), the Commission will provide the premises and cover the travel and accommodation expenses of the Sherpas. The Contractor should cover the catering costs.</li> <li>- Other side meetings (up to 8 "ad hoc" side meetings to discuss specific value chains and issues) should be conference calls or webinars. The Contractor's duty is to provide logistical and organisational support the Commission for these meetings, including e.g. the identification of the relevant participants to be invited.</li> </ul> <p>As regards the meetings referred to Task 4.2.2 (IPCEI "facilitation meetings"), the Commission will only</p>

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					<p>meetings"), the Commission will only provide the premises. The Contractor should cover the costs for catering, travel and accommodation of participants.</p> <p>The number of participants for the meetings referred to in Task 4.2.2 will vary depending on the specific value chain or investment project considered. The Commission considers 40 participants as a realistic average.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
18	09/04/2018 13:56	18/04/2018 16:42	Work Package 4: Technical support to the work of the Strategic Forum Task 4.2 Operational support to the work of the Strategic Forum for Important Projects of Common European Interest (IPCEIs)	<p>Page 30 of ToR, with respect to task 4.2, states "2) Where an IPCEI has been identified as achievable/appropriate in the short to medium term, technical support to facilitate the coordination among the relevant national and regional authorities and with the organisations), under the guidance and supervision of the Commission officials taking care of the Forum's secretariat – organisation of meetings"</p> <p>According to the list of deliverables on page 47, the Contractor is requested to organise at least 2 facilitation meetings. Are all of them to be organised at the European Commission premises or in any other venue? Could you please indicate which are the costs that shall be covered by the Contractor which are the foreseen venues, how many participants are expected and which are the costs to be covered by the Contractor?</p>	<p><b>18/04/2018</b></p> <p>All the meetings referred to in Task 4.2.1 and Task 4.2.2 will be organised at the Commission premises.</p> <p>As regards the meetings referred to in Task 4.2.1:</p> <ul style="list-style-type: none"> <li>- For the official meetings of the Strategic Forum (up to 6 physical meetings in Brussels), the Commission will provide the premises and cover the travel and accommodation expenses of the members of the Strategic Forum. The Contractor should cover the catering costs.</li> <li>- For the meetings of the Sherpas of the Strategic Forum (up to 7 "side meetings" of the Sherpas in Brussels), the Commission will provide the premises and cover the travel and accommodation expenses of the Sherpas. The Contractor should cover the catering costs.</li> <li>- Other side meetings (up to 8 "ad hoc" side meetings to discuss specific value chains and issues) should be conference calls or webinars. The Contractor's duty is to provide logistical and organisational support the Commission for these meetings, including e.g. the identification of the relevant participants to be invited.</li> </ul> <p>As regards the meetings referred to Task 4.2.2 (IPCEI "facilitation meetings"), the Commission will only</p>

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19	09/04/2018 13:36	18/04/2018 16:51	Work Package 3: Production of analytical reports Task 3.4. Recommendations on promising value chains based on digital and KETs	<p>Page 24 of ToR (Task 3.4) states “As a result of task 3.3, promising KETs based products/applications and their value chains will be identified. For these promising KETs products, the Contractor will describe the programmes and funding schemes available at European level, identify the gaps, and make policy recommendations. Recommendations shall include proposed actions to foster joint actions and investments across regions to make the value chains stronger in Europe. The policy objective is to help EU industry stay ahead of global competition.”</p> <p>Should this task (identification of funding schemes, gaps and recommendations) be conducted for the 12 KETs based products/applications? Or eventually for the top 5?</p>	<p><b>18/04/2018</b> The actions described under task 3.4. (programmes and funding schemes available at European level, gaps, policy recommendations etc.) shall be conducted for the 12 KETs based products/applications value chains identified under task 3.3. of the same work package.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
20	13/04/2018 13:42	18/04/2018 17:08	Detailed documents	Dear Mdm / Sir,  unfortunately I cannot find / access the detailed documentation for the call "Monitoring Digital Transformation and Key Enabling Technologies" Where would I find / be able to download these?	<b>18/04/2018</b> You will be able to access the whole set of documents for this call on Internet at the following address: <a href="https://etendering.ted.europa.eu/cft/cft-documents.html?cftId=3310">https://etendering.ted.europa.eu/cft/cft-documents.html?cftId=3310</a> If you still have difficulties to access documentation, feel free to take contact with the IT helpdesk, at the following e-mail address OP-TED-HELPDESK@publications.europa.eu
21	09/04/2018 14:10	19/04/2018 11:51	Work Package 7: Set- up of project, Steering Committee and Expert Pool for workshops Task 7.2. Setting up a Steering Committee to supervise the work and provide advice	ToR states that a Steering Committee (Task 7.2) will be composed of at least 6 independent experts renowned in the field from academia, industry or associations, etc. and various experts from the European Commission.  Can these experts be included in the pool of qualified experts? Are they also members of any other group or steering committee mentioned in this tender?	<b>19/04/2018</b> Yes, these experts can be included in the pool of qualified experts and might be members of any other group or steering committee mentioned in this tender, as long as their role as Steering Committee member is not affected.

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#	Submission date	Publication date	Question subject	Question	Answer
22	09/04/2018 13:38	19/04/2018 12:44	<p>Work Package 3: Production of analytical reports</p> <p>Task 3.5. Production of analytical reports on new business applications, promising trends and products in advanced technologies</p>	<p>Page 24 of ToR (Task 3.5) states “The Contractor shall develop a methodology that will regularly scan markets and technology development to anticipate key technologies/products/industry disruptions. On the basis of the market scan results, the Contractor shall propose and organise a series of workshops to select the most promising advanced products/services and their value chains to develop recommendations for policy actions to help EU industry stay ahead of global competition. In the technical offer, tenderers shall indicate an appropriate number of workshops to perform this task and justify its proposal, and relevant costs shall be detailed in the financial offer.</p> <p>The workshops will aim to reach consensus on, and validate the promising advanced products/services that should be analysed in depth for the benefit of European regions. To that end, the workshops shall be designed and organised in close cooperation with the Smart Specialisation Platform for Industrial Modernisation (S3P-Industry).”</p> <p>Are these workshops a previous activity to the 3.3 to identify</p>	<p><b>19/04/2018</b></p> <ul style="list-style-type: none"> <li>• Are these workshops a previous activity to the 3.3 to identify products/services? Yes, as the workshops are meant to provide input for the deliverables of 3.3.</li> <li>• Can these workshops take place at EASME/EC facilities? The tenderer shall arrange all aspects of the workshops, including the provision of a venue.</li> <li>• There is any limitation on the number of workshops or the people to be participating? The tender shall propose the number of workshops based on i) the methodology developed to regularly scan markets and technology development to anticipate key technologies/products/industry disruptions and ii) ensuring the necessary input for deliverables 3.3. The tender shall estimate the number of participants/stakeholders who shall be invited for each workshop necessary to providing trustable and balanced input for deliverables 3.3</li> <li>• Which are the costs to be covered by the Contractor? All costs related to the organisation of the workshops shall be paid by the contractor.</li> <li>• Can some of these costs be assumed with S3P-Industry or related</li> </ul>

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				activity to the 3.3 to identify products/services? Can these workshops take place at EASME/EC facilities? There is any limitation on the number of workshops or the people to be participating? Which are the costs to be covered by the Contractor? Can some of these costs be assumed with S3P-Industry or related funding?	assumed with S3P-Industry or related funding? The cost for the workshops to be organised under this tender shall be only part of this tender. Any co-financing or double financing with other EU initiatives is not possible. Nevertheless, these workshops shall be designed and organised in close cooperation with the Smart Specialisation Platform for Industrial Modernisation (S3P-Industry) to allow for a maximum of synergies between both.
23	09/04/2018 14:13	19/04/2018 14:45	General question - Financial Offer	<p>Page 60 of ToR states that "The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately."</p> <p>Can you clarify the meaning of subsistence expenses? Should it be covered in addition to travel and accommodation expenses for participants? If yes, for which events and for how many participants?</p>	<p><b>19/04/2018</b></p> <p>All possible expenses foreseen for the organisation of events, workshops and meetings must be integrated in the offer. No travel or subsistence expenses will be refundable separately.</p>



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#	Submission date	Publication date	Question subject	Question	Answer
24	09/04/2018 13:14	19/04/2018 14:55	Work Package 2 - Updating of databases Task 2.6 - Inventory and mapping of Cities-ecosystems of industrial transformation: integration, update and collection of data.	<p>1) On page 19 of terms of reference, it is stated: The Contractor shall integrate, review, collect data and update the mapping of Cities-ecosystems of industrial transformation: – Review the inventory of cities.</p> <p>Question: Could you please specify if this is referring to the 15 leading cities or/and 15 other cities selected for the Digital Cities challenge? How many more cities could be included on the study?</p>	<p><b>19/04/2018</b> The current action called "The Digital Cities Challenge" (<a href="http://www.digitallytransformyourregion.eu/">http://www.digitallytransformyourregion.eu/</a>) is under development and will build a network of the 15 participating cities, the leading cities that participated in the Blueprint and wish to be involved (less than 12), as well as a group of so-called "fellow cities" (about 20 – 40 cities) that wish to follow the same digital transformation process, but based on their own resources. The action will be completed by July 2019, handing over the mapping of these cities. The Contractor shall propose a methodology and collect data to expand this mapping, e.g. by identifying and reaching out to more cities that have developed successful ecosystems of smart and sustainable growth based on advanced technologies and wish to join the network. No quantitative target is set a priori on the number of cities to be included, however given the current scope and high interest from the cities in the Digital Cities Challenge, one could reasonably expect this action to include/cover around 30-50 more cities.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
25	09/04/2018 13:14	19/04/2018 14:57	Work Package 2 - Updating of databases Task 2.6 - Inventory and mapping of Cities-ecosystems of industrial transformation: integration, update and collection of data.	<p>2) Page 19: "The databases of the KETs Observatory phase II (Excel spreadsheets), the KETs Centres mapping phase II and of the DTM will be made available by the European Commission to the Contractor. On this basis, the Contractor will regularly provide EASME/Commission with the updated data to be uploaded in the KETs Observatory and DTM web tools"</p> <p>Question: Following the footnote 46, this is suggesting a yearly update. But data is supposed to be updated after validation of WP1 activities, not all of them related to deliverables (page 45) neither proposed on the indicative work plan (page 48 and beyond). Could you please specify which data and which content has to be updated and the expected rhythm of updating and publication?</p>	<p><b>19/04/2018</b></p> <p>The contractor is expected to refine and align the methodological frameworks of the Digital Transformation Monitor (DTM), the Digital Transformation Scoreboard and the mapping and networking of cities as engines of industrial transformation inventory and mapping of KETs Centres and the KETs Observatory methodology. Part of the methodological frameworks (i.e. in the case of the DTM and the KETs observatory) describe how data is collected and processed into DTM and KETs Observatory indicators. These indicators are currently regularly updated (most of them annually, some according to the availability of the source data at Eurostat and other data sources. The contractor may also propose to change some of these indicators or even propose new ones as it is described on page 14 "Propose alternative innovative methodologies...". The regularity of updating such indicators shall be based on the update frequency of source datasets (normally once a year). Indicators are indeed expected to be updated regularly (normally once a year) based on the approved updated methodological framework which is</p>

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#	Submission date	Publication date	Question subject	Question	Answer
					<p>methodological framework which is expected at M6.</p> <p>It is impossible to provide an exact list of indicators to be updated and their planned timing, as the contractor is expected to review the type and number of indicators as described under WP1. However, the current set of indicators under the KETs Observatory and the Digital Transformation Monitor Scoreboard may give a good indication for the scope work.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
26	23/04/2018 11:03	25/04/2018 18:08	WP6, Task 6.1: Methodology and roadmap for communication and awareness raising (p. 33) - The strategy shall include a concept for the organisation of a series of workshops, policy panels or training sessions (minimum 40 events in total)	<ul style="list-style-type: none"> <li>• Does this mean that the media strategy should only provide a plan for the organization of minimum 40 workshops, policy panels or training sessions, or should the contractor actually organize them?</li> <li>• If the contractor must organize them, do these 40 events fall under the provision of page 40, par 1.5 Input by the contracting authority, which says "For all the aforementioned workshops, Member States Board meetings, policy seminars, etc., the Contractor should cover the costs of the venue and catering as well as the travel and accommodation costs for the experts".</li> </ul>	<p><b>25/04/2018</b></p> <p>The 40 events are part of the tasks to be carried out under WORK PACKAGE 6 (WP6): Dissemination and communication activities of the KETS Observatory, inventory and mapping of KETS Technology Centres and DTM to support mutual policy learning and awareness raising for the modernisation of Europe's industry and will be organised in addition to the events mentioned in the other work packages. As a general rule, workshops will not be organised at the European Commission premises. As stated on page 39 of the technical specifications of the Call for tenders, for all the aforementioned workshops, Member States Board meetings, policy seminars, etc., the Contractor shall cover the costs of the venue and catering as well as the travel and accommodation costs for the experts.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
27	23/04/2018 11:07	25/04/2018 18:10	Task 6.3 the Contractor shall prepare and organise a series of 8-10 Policy Seminars on EU policy (..) with around 50 participants each	According to Task 6.3, contractor is responsible for the following tasks: catering and payment of travel and accommodation costs. Q. Does this mean that the contractor must sustain catering, travel and accommodation costs for all 50 participants?	<b>25/04/2018</b> As a general rule, workshops will not be organised at the European Commission premises. As stated on page 39 of the technical specifications of the Call for tenders, for all the aforementioned workshops, Member States Board meetings, policy seminars, etc., the Contractor shall cover the costs of the venue and catering as well as the travel and accommodation costs for the experts.

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