

## Call for tenders' details

Title: Framework contract for expert advisory support to the European space policy and programmes.

Start date: 15/10/2013

Time limit for receipt of tenders: 10/01/2014

Contracting authority: European Commission, DG for Internal Market, Industry, Entrepreneurship and SMEs (GROW)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	30/10/2013 12:12	30/10/2013 17:17	Conflict of Interest	We believe that companies with the level of space knowledge and involvement needed to advise effectively on space policy will also have conflicts of interest through involvement in Space programs. We seek to understand the level of mitigation considered acceptable to the EC. Specifically, we ask, would it be acceptable to team with other companies who are not involved on those programs or is this ITT just focused on management consultants who have no direct program involvement.	<b>30/10/2013</b> This is an open call for tenders open to all and every economical operator, as per chapter 3.3. GENERAL TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS of the Tender Specifications. The level of mitigation which would be deemed acceptable to the EC is the one which would ensure that there are no conflict of interest in connection with the procurement procedure and the execution of the contract as per points g) and h) of the "Declaration of honour on exclusion criteria and absence of conflict of interest contained in annex 6.1 of the Technical specifications" and article II.4 of the Framework Contract.

**Call for tenders questions summary**

#	Submission date	Publication date	Question subject	Question	Answer
2	13/11/2013 12:11	18/11/2013 15:48	potential conflict of interest	Our company is dealing and tendering for operator contracts on Copernicus and Galileo and we would like to know any potential conflict of interest if we team up within a European consortium	<b>18/11/2013</b> The existence of conflict of interest will be checked each time a new specific contract is concluded. If a consortium is found to be in a conflict of interest, the specific contract will be entrusted to the next ranked contractor on the merit list. Please be reminded that the framework contract to be awarded is in "cascade", consequently there will be 3 economical operators invited to sign it. Note that the answer provided to the previous posted question is complementary applicable.
3	19/11/2013 17:27	20/11/2013 09:50	TIME LIMIT FOR RECEIPT OF TENDERS	Dear Sir/Madam, (Name of the company raising the question) only became aware recently of this tendering procedure and very much welcome the opportunity to bid for this work. In view of the substantial scope that our tender will need to provide, and the availability of resources required to prepare a high quality proposal, and the upcoming Christmas/New Year break, we would like to request that the time limit for receipt of tenders be pushed back by a couple of months, ideally late February. Best Regards, (Name of the person who raised the question)	<b>20/11/2013</b> Dear Sir, We regret to inform you that the deadline for submission of tenders cannot be postponed.

**Call for tenders questions summary**

#	Submission date	Publication date	Question subject	Question	Answer
4	27/11/2013 11:00	02/12/2013 09:34	Format of the tender	<p>From 6.8.2/3/4, we understand that a note of 20 pages maximum is required for each of the 3 scenarios in addition to a technical proposal for each scenario, as defined in 6.8.1. Can you clarify whether each note is a separate document from the technical proposal, or a section included the proposal, which could then be isolated as a self-standing note? Also we understand that the highlights of the Powerpoint presentation of the note can be presented in a Word format as a description of the content of the presentation, and not the presentation itself? Can you confirm that ?</p>	<p><b>02/12/2013</b>                      The link between the general aspects of chapter 6.8.1 and the chapters for the scenarios 6.8.2, 6.8.3 and 6.8.4 has to be understood as follows:                      - for each scenario there will be only one technical proposal/note in Word format, of 20 pages maximum. This will answer to both:                      •the general requirements of 6.8.1                      •the requirements of each corresponding scenario.                      - for each scenario there will be one power point presentation (max 10 slides) summarizing the tenderer's proposal to the requirements of the corresponding scenario only (i.e.: 6.8.2, 6.8.3, 6.8.4) .</p> <p>The technical proposal /note, the financial proposal and the powerpoint presentation for each of the scenarios will be a self-standing set of documents representing the individual proposal for each of the scenarios.</p>

**Call for tenders questions summary**

#	Submission date	Publication date	Question subject	Question	Answer
5	28/11/2013 16:16	02/12/2013 09:35	Deadline for Tender Submission	We have noted your response to an earlier request to extend the deadline for submission of tenders until the end of February or later and can understand that an extension of this length is not possible. However, we would like to enquire as to whether you would be prepared to re-consider the matter and allow a short extension of 2 weeks until 24 January. Thank you	<b>02/12/2013</b> The deadline for submitting the tenders is not extended. This date had been fixed taking into consideration the Christmas and New Year holidays.
6	03/12/2013 16:27	05/12/2013 11:11	Submission deadline extension request Ref: Invitation to Tender – Call for tenders No ENTR/341/PP/2013/FCT Title: Framework Contract for Expert advisory support to the European Space Policy and Programmes	Dear Sir/Madam, In reference to the above Invitation to Tender, we note the very tight deadline for submission of tenders of 10 January 2014.  We are now commencing the preparation and elaboration of our tender. However, as an SME consultancy firm, we have invested a lot of time to identify, approach, negotiate and agree collaboration agreements with partner organisations. Also cognisant of the Christmas break approaching, we would like to request an extension of the deadline for submission of tenders of 4 weeks.  Looking forward to receiving your response.	<b>05/12/2013</b> The deadline for submitting the tenders is not extended. This date had been fixed taking into consideration the Christmas and New Year holidays.

**Call for tenders questions summary**

#	Submission date	Publication date	Question subject	Question	Answer
7	12/12/2013 01:48	12/12/2013 15:04	Request for extension of submission deadline	Dear Madam/Sir, In consideration of the complexity of the tender in question, and of the intention of our company to ensure the submission of a comprehensive and attractive proposal, we kindly inquire if the Commission could reconsider its position about a potential extension of the submission deadline, adding our concern to that of the several companies which raised the same request this far.	<b>12/12/2013</b> The deadline for submitting the tenders is not extended. This date had been fixed taking into consideration the complexity of the tender and the Christmas and New Year holidays.
8	16/12/2013 11:36	17/12/2013 09:32	Questions on Call for Tender No ENTR/341/PP/2013/FC	<p>Question 1: Regarding the table with fees/profile</p> <p>a) The Terms of Reference allows the contractor to foresee a category "other profiles". Is it possible to foresee various different types of "other profiles" or should this remain 1 single category only?</p> <p>b) Is it possible to differentiate the fees in function of the type of Tasks falling under the Framework Contract? E.g. a different fee/day for a Senior Consultant for Task 1 in comparison to Task 4?</p> <p>Question 2: Would it be possible to provide an indication on the division of the overall volume of services (€ 20 mio) over the 4 different tasks identified in the Terms of Reference?</p>	<p><b>17/12/2013</b></p> <p>1a) Yes, it is possible to foresee more than one "other profiles".</p> <p>1b) As specified in the Unit price catalogue in the Invitation to tender (page 43), the prices should be per profile, no differentiation should be done on the task.</p> <p>2) No, it is not possible. One of the reason of concluding this procurement procedure with the signature of a framework contract is the difficulty of specifying exact quantities of work per task and time period over the next four years.</p>

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
9	19/12/2013 13:11	23/12/2013 13:58	Scenario 1 Mock Interviews	<p>Dear Sir or Madam,</p> <p>With respect to Scenario 1, please can you give more guidance regarding the 'Mock-up interviews'? Should these be real interviews conducted just for the proposal? And do you want to see 15 interviews per option?</p> <p>Thank you</p>	<p><b>23/12/2013</b></p> <p>The interviews are mock-ups in the sense that they shall not be conducted at all. They should be 15 per option, but the persons envisaged can overlap. The proposal will be judged on the relevance of the persons proposed in respect to the subject</p>
10	20/12/2013 11:00	23/12/2013 15:11	Administrative documentation for free-lancers	<p>Dear Sirs,</p> <p>We understand that freelancers (natural persons) will be considered subcontractors. In light of this, do freelancers also have to provide the following administrative documents:</p> <ul style="list-style-type: none"> <li>- Legal Entity Form</li> <li>- Exclusion Criteria form (Annex 6.1)</li> </ul> <p>Thank you in advance for your response.</p> <p>Kind regards</p>	<p><b>23/12/2013</b></p> <p>Sub-contractors natural persons are required to provide the documents mentioned by you. The checklist laid down in Section 6.7 of tender specifications applies to natural persons, as well.</p>