

## Call for tenders' details

Title: Fostering collaboration through mapping, analysing and interlinking of European Entrepreneurial Regions.

Start date: 28/04/2018

Time limit for receipt of tenders: 07/06/2018

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

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	02/05/2018 17:51	04/05/2018 11:05	Elegibility	Dear Sir, is it possible for a development agency of a chamber of commerce to participate ? is it eligible? thank you	<b>04/05/2018</b> According to Section 3.1 of the tender specifications, eligible under this procurement procedure are all natural and legal persons falling within the scope of the Treaties, and those natural and legal persons in a non-EU country which has an agreement with the European Union in the field of public procurement (please see the full text of section 3.1 in the tender specifications). This means that a development agency of a chamber of commerce, as long as it has its own legal personality and is registered in the EU, or in a non-EU country which has an agreement with the European Union in the field of public procurement, can participate in this tender procedure.

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2	15/05/2018 13:55	16/05/2018 14:42	PIC Code necessary?	Can organisations that do not have a PIC Code participate as a tenderer or sub contractor? If so, how is this done in the submission platform?	<p><b>16/05/2018</b></p> <p>Please refer to Point 1 of the Invitation to tender, which reads: "in order to submit a tender using e-Submission, TENDERERS (each member of the group in the case of a joint tender) WILL NEED TO REGISTER in the European Commission's Participant Register - an online register of organisations participating in EU calls for tenders or proposals. On registering each organisation obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the above register. Instructions on how to create a PIC can be found in the PIC-management Quick Guide for Economic Operators. Tenderers already registered in the Participant Register shall reuse their existing PICs when preparing tenders in e-Submission."</p> <p>In contrast, SUBCONTRACTORS are not required to register for PIC as they do not submit a tender on their own.</p>

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3	11/05/2018 13:11	16/05/2018 14:47	Support of EER Regions	How do you expect a tenderer to show this Support? What kind of organisation does in your interpretation have the power to legally represent an EER Region?	<p><b>16/05/2018</b></p> <p>The cooperation with EER labelled regions is explained in Section 1.4.3. of the Tender Specifications: "Tenderers are requested to present letters of cooperation with at least 4 EER labelled regions, showing the full support of these regions in collaborating with the Tenderer. Such letters are not necessary for those Regions participating in the submitted tender as partners of the bidding consortium (joint tender)." To ensure the above mentioned full support of the regions, the tenderer is free to agree the terms of the cooperation support; the form and modalities of cooperation will be explained in the offer. As an example, the tenderer will explain how the Task 1.1 Mapping of the entrepreneurial ecosystem will be carried out in cooperation with the selected EER regions. As territorial entities have different administrative structures, letters of cooperation signed by the head of the administration or by the political body of the EER labelled region will be accepted. If letters are signed by somebody else than the above a short explanation is needed and the onus remains on the tenderer to demonstrate that it has the full support of the regional authority on</p>

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					support of the regional authority on the provision of the proposed services.
4	14/05/2018 16:58	16/05/2018 15:57	TENDER "Fostering collaboration through mapping, analysing and interlinking of European ..."	I have two questions concerning the tender and would be grateful for your quick response: 1) Is it possible that one institution is a member of two different consortiums preparing applications in the tender? 2) Is it possible that one EER region (not as a member of any consortium) sign a letter of support for different institutions preparing applications in the tender? These institutions are not the members of the same consortium. Thank you in advance for your response.	<b>16/05/2018</b> 1) Yes, one institution (regional authority) can be member of different groups/consortia applying for this tender procedure. 2) Yes, it is possible that one EER labelled Region commits to provide its contribution (i.e. by signing a cooperation letter) to different tenderers.
5	18/05/2018 13:48	18/05/2018 14:45	Annex 2.2 - Technical Capacity	In the tender specification page 36, it is mentioned that only evidence for A4, B1, B2, B3 and B4 criteria should be a part of a submitted offer. How can we complete annex 2.2? Are we supposed to complete only the requested criteria or the whole form?	<b>18/05/2018</b> You are kindly requested to complete the whole form and to provide in annex the requested evidence such as signed letters of cooperation for criterion A4 as well as CVs and language certificate (if applicable) for criteria B1 to B4.

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6	24/05/2018 13:39	24/05/2018 15:34	Question on e-submission	<p>The detailed instructions of e-Submission Quick Guide are standard instructions. You haven't provided any specific information about the fields that the tenderers have to upload their documents. Could you please inform us in which fields we have to submit/ upload the following documentation?</p> <p>Letter of submission of tender (Annex 2)            Letter of Intent for subcontractors (Annex 5)            Power of Attorney</p>	<p><b>24/05/2018</b>            On page 6 of the mentioned e-Submission Quick guide one can read:            "Use the Attachments section to upload any other documents relating to the tenderer's legal &amp; regulatory capacity, economic &amp; financial capacity, technical &amp; professional capacity, or exclusion criteria. Use the category "Other" to upload other documents if they are not related to the technical or financial tender."            You can use the "Other" category to upload documents such as: Letter of submission of tender (Annex 2), Letter of intent for subcontractors (Annex 5), etc.</p>

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7	30/05/2018 09:13	30/05/2018 09:40	Address for hand signed documents	<p>In the invitation to tender in paragraph I, it is written:</p> <p>"When the declaration(s) on honour and/or the tender report are signed by hand, a scanned copy must be attached to the tender in e-Submission. The hand-signed originals must be sent by letter at the latest on the first working day following the electronic submission of tender."</p> <p>Can you please let us know the exact postal address where to send the documents?</p>	<p><b>30/05/2018</b> As indicated in the Invitation to Tender, the postal address is mentioned under Section I.1 of the Contract Notice that reads: The Executive Agency for Small and Medium-sized Enterprises (EASME) Covent Garden 2, Place Charles Rogier 16, Office 12/012 1210 Brussels Belgium</p>
8	28/05/2018 13:36	30/05/2018 11:30	Extension by 7 to 10 days?	<p>The conceptualisation and coordination work needed (incl. commitment of regions) is quite complex The holyday season (long weekends) in May reduce the availability of experts and the administrative personnel necessary for the preparation of the tender (incl. all formalities) significantly.</p> <p>An extension by 7 to 10 days would be very helpful.</p>	<p><b>30/05/2018</b> The Contracting authority considers that the time already given to submit an offer under this call for tender is enough to guarantee the preparation of quality tender documents, while at the same time allowing for a good contract implementation.</p>

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9	30/05/2018 09:29	30/05/2018 14:44	Budget headlines	<p>In the financial form provided there are two headlines specifying:</p> <p>"B. Total price for the optional RENEWAL (max € 700 000) subtotal WP 1 + WP 2 + WP 3 + Subtotal (10)"</p> <p>and</p> <p>"C. Total price used for the assessment of the financial offer subtotal WP 1 + WP 2 + WP 3 + Subtotal (10)"</p> <p>Could you please clarify what you consider as WP 3? Please also explain why subtotal (10) should be added separately to the WPs totals, as it is already included under WP 2.</p> <p>Concerning the renewal period total costs. The formula presented seems not to be correct if it relates to the figures presented for the Initial contract:</p> <p>"subtotal WP 1 + WP 2 + WP 3 + Subtotal (10)"</p> <p>We consider that for the Renewal period the activities to be implemented are different both</p>	<p><b>30/05/2018</b></p> <p>Indeed, Annex 7 contains an involuntary clerical mistake as the services to be carried out for the initial contract and the renewal are organised in 2 Work packages only. The breakdown of prices for the initial contract is therefore correct. Please disregard the references to WP3 and Subtotal (10), and READ the headings as follows:</p> <p>Instead of Heading B. Total price for the optional RENEWAL (max € 700 000) subtotal WP 1 + WP 2 + WP 3 + Subtotal (10) Please READ: Heading B. Total price for the optional RENEWAL (max € 700 000) Instead of Heading C. Total price used for the assessment of the financial offer subtotal WP 1 + WP 2 + WP 3 + Subtotal (10) please READ: Heading C. Total price used for the assessment of the financial offer. Furthermore, in the calculation of your offer for the possible renewal, please refer to Section 1.8 of the Tender Specifications: "The renewal will cover the same tasks as described above, except for Task 2.1 and 2.2 which will be obsolete for the renewal. More details on the tasks and methodology</p>

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				implemented are different both qualitatively and quantitatively.	details on the tasks and methodology for the renewal period are given in section 1.6.”

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