

## Call for tenders' details

Title: Framework Service Contract - Ecosystem Support for Copernicus and the EU space policy - No 712/PP/2018/FC

Start date: 29/08/2018

Time limit for receipt of tenders: 31/10/2018

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 | 17/09/2018<br>17:15 | 19/09/2018<br>18:31 | proof of economic and financial capacity | The tender specifications page 31 state that all tenderers shall provide proof of their economic and financial capacity, whereas the checklist on page 54 indicates that the subcontractors should not provide this documentation. Please advise. | <b>19/09/2018</b><br>We confirm that sub-contractors shall not provide proof of their economic and financial capacity. However, as mentioned in section 5.2, if the tender includes subcontractors, the Commission reserves the right to request evidence of their economic and financial capacity, where the tasks subcontracted represent a substantial part of the contract. |
| 2 | 19/09/2018<br>18:35 | 19/09/2018<br>18:35 | Legal and regulatory capacity            | The e-submission form has a section called 'Legal and regulatory capacity'. Which documents would need to be uploaded in this section?  | <b>19/09/2018</b><br>As there is no selection criteria related to "legal or regulatory capacity", the tenderers do not need to upload any document in this section.   |

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|---|---------------------|---------------------|---------------------|--|--|
| 3 | 17/09/2018<br>17:17 | 19/09/2018<br>18:38 | Document submission | Where would the documents "Power of Attorney", "Letter of Intent" and "Evidence that the person signing the documents is an authorised representative of the tenderer" need to be submitted in the e-submission system   | <p><b>19/09/2018</b><br/>For the "Power of attorney": In the group leader's or sole tenderer's section under 'Parties' à'Identification tenderer' à'Attachments' à'Other documents'.</p> <p>For the "Letter of intent subcontractor": With the concerned subcontractor under 'Parties' à'Identification tenderer' à'Attachments' à'Other documents'</p> <p>For the 'Authorisation to sign' documents: With the concerned legal entity under 'Parties' à'Identification tenderer' à'Attachments' à'Other documents'</p> |
| 4 | 17/09/2018<br>17:17 | 19/09/2018<br>18:42 | price list          | The tender specifications request a price list by staff category. In the case of a joint tender with subcontractors, can each company of the consortium propose its own price list by staff category, or is a unified price list by staff category across companies a mandatory requirement? | <p><b>19/09/2018</b><br/>In the case of a joint tender with subcontractors, each company of the consortium can propose its own price list by staff category.</p>   |

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|---|---------------------|---------------------|---|---|--|
| 5 | 20/09/2018<br>15:38 | 24/09/2018<br>18:49 | Wrong link on page 21 of the document EN-Call for tender - Framework contract - Ecosystem support for Copernicus and EU Space policy - Final.docx | <p>When I click on the link <a href="http://een.ec.europa.eu/content/advice-eu-law-and-standards">http://een.ec.europa.eu/content/advice-eu-law-and-standards</a> on page 21 of EN-Call for tender - Framework contract - Ecosystem support for Copernicus and EU Space policy - Final.docx, I get a 404 error - Page not found.</p> <p>Can you provide us with the correct link?</p> | <p><b>24/09/2018</b><br/>The tender specifications have been corrected (see extract below):</p> <p>The Enterprise Europe Network provides advice and support to SMEs to help them to innovate and grow internationally.<br/>As part of this service package, EEN members also provide advice/information on tender opportunities.<br/>Please contact an EEN member in your region for further details:<br/><a href="https://een.ec.europa.eu/">https://een.ec.europa.eu/</a></p> |

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| 6 | 24/09/2018<br>16:44 | 01/10/2018<br>17:53 | Documentary evidence annex 6.1 | Is it possible to avoid submitting documentary evidence requested in annex 6.1 if such documents (issued no more than one year ago and still valid) have been submitted already for a procedure with the GSA? | <p><b>01/10/2018</b></p> <p>The tender specification state that "If evidence has already been provided for another procurement procedure and if the documents are up to date, reference can be made to the earlier procedure. The declaration on honour stating the reference of the procedure and the confirmation that there has been no change in the situation must be uploaded in the eSubmission application." However, this applies only to procurement procedures of the same contracting authorities (i.e. the same institution or agency). For this call, this condition is therefore not fulfilled by previous procurements from the GSA.</p> |

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| 7 | 03/10/2018<br>13:54 | 08/10/2018<br>12:41 | Lot 2            | <p>The case study is requiring to assess the different Copernicus user uptake communication activities (p. 69), providing a "quantitative estimate of the economic benefits of these initiatives (e.g. added-value, number of company created, knowledge spillovers ...) as well as their environmental and societal benefits (e.g. increased used of Copernicus data leading to better air quality, environment protection, climate change mitigation or civil security...). For the measurement of socio-economic impacts, the tenderer can make use of the existing literature (in particular the Copernicus ex-ante Benefit Assessment Study 2017, which quantifies the benefits of Copernicus)". Does this mean the EC is expecting us to remodel all the benefits assessed last year in the Copernicus Ex Ante study using the same approach (impact pathway) but apply to the initiative under scrutiny? Or do you want us to link the initiatives to those benefits in order to assess the paternity of these initiatives (without entirely remodeling all impact pathway)?</p> | <p><b>08/10/2018</b><br/>The tenderer states that "The evaluation shall in particular include: (...) A quantitative estimate of the economic benefits of these initiatives (e.g. added-value, number of company created, knowledge spillovers ...) as well as their environmental and societal benefits (e.g. increased used of Copernicus data leading to better air quality, environment protection, climate change mitigation or civil security...). For the measurement of socio-economic impacts, the tenderer can make use of the existing literature (in particular the Copernicus ex-ante Benefit Assessment Study 2017, which quantifies the benefits of Copernicus). "<br/><br/>The extent to which the methodology should rely on existing literature, in order to achieve the objectives of the case study, is left to the tenderer's appreciation.</p> |

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|---|---------------------|---------------------|------------------|---|--|
| 8 | 03/10/2018<br>13:48 | 08/10/2018<br>12:42 | Lot 2            | In the description of Lot 2 (p. 9 - 11), three tasks are described "Evaluating the benefits of Copernicus and the EU Space Policy", "Cost Benefit analysis of new potential EU products" and "ex-ante and ex-post evaluations of EU space policy". These three tasks require very specific methodologies that are mastered by our team but not fully relevant for the case study. In this context, where do we provide the methodologies relevant to the three tasks but not relevant for the case study? | <b>08/10/2018</b><br>The experience in managing these various methodologies will be checked in the selection criteria (chapter 5.2.1.2, p 29). In the technical proposal, the tenderers shall only respond to the relevant case study. |

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|---|---------------------|---------------------|--------------------------|--|---|
| 9 | 03/10/2018<br>13:44 | 08/10/2018<br>12:46 | 4.1.1 Technical Proposal | The tender specification explains in 4.1.4 that "The technical proposal is a detailed offer for the relevant case study". Therefore our question is: In which part of the proposal we should provide proof for the selection criteria specified in 5.2.1 ? | <p><b>08/10/2018</b></p> <p>The documents to provide evidence of the financial, economic, technical and professional capacity are presented in chapter 5.2. Documents should be uploaded on eSubmission. Relevant information can be found on the Quick Reference Guide for Economic Operators (link below), in particular the following guidelines:</p> <p>-How to name the file? Economic and financial capacity. Where to upload it? With the group leader of a joint tender or the sole tender under 'Parties', 'Identification tenderer', 'Attachments', 'Economic and financial capacity'.</p> <p>-How to name the file? Technical and professional capacity. Where to upload it? With the group leader of a joint tender or the sole tender under 'Parties', 'Identification tenderer', 'Attachments', 'Technical and professional capacity'.</p> <p>Link to the Quick Reference Guide for Economic Operators:<br/> <a href="https://webgate.ec.europa.eu/esubmission/assets/documents/manual/quickGuide_en.pdf">https://webgate.ec.europa.eu/esubmission/assets/documents/manual/quickGuide_en.pdf</a>;jsessionid=JaFTRwRNk3yIW9S7OnOyrXX0R2XBysp4h51EP0CrbkVR7uOHZTOO!1290018289?ticket=ST-3309763-UJ2pm577wDU1PRb4972pZEvbWig</p> |

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|---|-----------------|------------------|------------------|----------|---|
|   |                 |                  |                  |          | UJ2pm577wDU1PRb4972pZEvbWig<br>Xpi3oxbzNzdmJmh3Axvxshv4LzgZC5<br>4MrgBYPrzRHkJGOIhLuwHyOJhSyv<br>M8-Jj71zxYb8yrzj1mdP7dOIQ-<br>IRNaeybM9Vhv3ArjFfCqOUV8AqwzU<br>Dn0jcyHOyG88Oi) |



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| 10 | 08/10/2018<br>17:47 | 08/10/2018<br>18:09 | Reference: TENDER SPECIFICATIONS, Point 7.1.2, Task 1, page 62: Organise the Annual General Assembly of the Network of Copernicus Relays and the Annual General Assembly of the Network of Copernicus Academy. | <p>Could the Commission specify if for both the Annual General Assembly of the Network of Copernicus Relays and the Annual General Assembly of the Network of Copernicus Academy, the following costs should be accounted for in the financial proposal:</p> <ul style="list-style-type: none"> <li>• Invitation/registration of participants</li> <li>• Provision of badging</li> <li>• Venue rental costs</li> <li>• Catering costs for participants and, if yes, how many breakfasts, lunches and dinners, for how many persons</li> </ul> | <p><b>08/10/2018</b><br/>The case study mentions that "Both meetings should be organised back-to-back in order to facilitate logistics and to minimise costs and in any case according to the Commission request. Based on inputs from the Members and the Commission, the contractor shall coordinate the preparation of the agenda and interact with the speakers to facilitate their participation. All organisational costs shall be covered under this specific contract."</p> <p>This implies that all costs mentioned in the questions should be covered in the financial proposal. Regarding the number number of participants, the case study should be based on an average of 250 participants (including both Relays, Academy and external speakers). It is also reminded that the two General Assemblies (Relays and Academy) should be organised back-to-back, in the same location. This could involve joint activities between the two networks.</p> |

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| 11 | 19/10/2018<br>11:14 | 22/10/2018<br>11:51 | Selection criteria 2.1. and 2.2 - description of the measures employed to ensure the quality of services | Could you specify what information should be provided regarding „description of the measures employed to ensure the quality of services” to avoid duplicating information on educational and professional experience for criterion 2.1. and for criterion 2.2. - description on manpower and technical equipment, as well as quality and risk management which will be described in Technical proposal. | <p><b>22/10/2018</b><br/>The call for tender states that "Evidence of the technical and professional capacity of the providers involved in the tender may be furnished on the basis of the following documents: (...) A description of the measures employed to ensure the quality of services; This evidence refers to selection criteria 2.1 and 2.2".</p> <p>This evidence shall be provided to demonstrate the technical and professional capacity only (selection criteria 2.1 and 2.2). It can be provided to supplement other evidence described in chapter 5.2.3. This could include for instance a description of the proof-reading process, to fulfil the sub-criterion "high quality of written language".</p> |

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| 12 | 19/10/2018<br>10:19 | 22/10/2018<br>11:53 | Selection criterion 2.2. - statement of the annual manpower and the number of managerial staff of the service provider or contractor in the last three years. | Could you please clarify level of detail in which necessary information should be provided? Amount of staff or their functions and hours must be provided as well? | <p><b>22/10/2018</b><br/>"Evidence of the technical and professional capacity of the providers involved in the tender may be furnished on the basis of the following documents: (...) A statement of the average annual manpower and the number of managerial staff of the service provider or contractor in the last three years; This evidence refers to selection criterion 2.2."</p> <p>The evidence shall be provided to demonstrate criterion 2.2 only. It should provide a general assessment of the human resources involved in the contract (total staff, full-time equivalents, number of managers...).</p> |

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| 13 | 22/10/2018<br>17:39 | 24/10/2018<br>13:32 | Declaration on Honour - section VII question 5a) - legal and regulatory capacity | As concerns the legal and regulatory capacity: given that a) in section VII question 5 a. of the declaration on honour there is no reference to the tender specifications "It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section [insert] of the tender specifications;" and b) in your answer on question 2, you stated that "as there is no selection criteria related to 'legal and regulatory capacity', the tenderers do not need to upload any documentation in this section", we understand that we need to answer "N/A" on question 5a in section VII in the Declaration on Honour. Could you please confirm our understanding? | <b>24/10/2018</b><br>We confirm that, as there is no selection criteria related to 'legal and regulatory capacity', a tenderer can reply "N/A" on question VII-5(a) in the Declaration on Honour." |

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