

## Call for tenders' details

Title: Management of the administrative secretariat of the 'coordination groups of the notified bodies' in the framework of the European Union's New Approach Directives.

Start date: 03/04/2012

Time limit for receipt of tenders: 15/05/2012

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	09/04/2012 16:08	11/04/2012 15:29	Concerne: 159/PP/ENT/IMA/12/1128Tender: Management of the Administrative Secretariat of the "Co-ordination groups of the Notified bodies" in the framework of the Community's New Approach Directives	Les TDR comportent à divers endroits du surlignage jaune, ce qui nous fait penser que la version publiée en date du 03/04/2012 n'est peut-être pas la version définitive. Auriez-vous l'amabilité de poster un corrigendum?	<b>11/04/2012</b> Le surlignage jaune est apparu par erreur, il ne faut pas en tenir compte. La version est définitive mais une mise à jour sans le surlignage sera publiée sous peu.  The yellow highlights appeared by mistake, it should be ignored. It is a final version but an update without the highlights will be published shortly.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	13/04/2012 17:26	18/04/2012 15:23	Conc : management of the administrative secretariat of the 'coordination groups of the notified bodies' in the framework of the European Union's New Approach Directives - 2012/S 65-105134	Bonjour,  Notre société souhaiterait répondre à l'appel d'offres sus mentionné. Devons-nous envoyer un courrier ou email officiel pour signaler notre participation? D'avance, merci pour votre réponse. Bien à vous	<b>18/04/2012</b> Non, il n'est pas nécessaire de signaler votre intention de participer; les offres doivent être envoyées selon les modalités mentionnées dans la lettre d'invitation (invitation to tender).
3	13/04/2012 09:12	18/04/2012 15:54	Annex 6.5	Do you consider individual freelance experts as subcontractors?	<b>18/04/2012</b> Yes, individual freelance experts are considered as subcontractors.
4	13/04/2012 09:14	18/04/2012 16:16	Meetings	What does the Commission mean by a standard meeting practice?	<b>18/04/2012</b> Standard meeting practice means a normal group meeting with no special procedures like sub-group meetings or general assemblies with specific rules.
5	13/04/2012 09:14	18/04/2012 16:29	Meetings	You mentioned 20 meetings per year p5 and 99 for 3 years p7 - what do you think is the most realistic figure per year?	<b>18/04/2012</b> In fact, the first number is a previous estimation and the second is a real number of meetings held over the period 2009-2011. Therefore, the second number is the most realistic figure.
6	17/04/2012 22:26	18/04/2012 16:57	forms for tender	we need to provide and fill in some tables for the tender; is it possible to publish the annexes in word format ?	<b>18/04/2012</b> Some annexes of the Tender Specifications have been published.

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7	13/04/2012 09:13	19/04/2012 15:17	Circa	I'm afraid the Circa's manual is not available from the web address provided by the Commission. Is this correct?	<b>19/04/2012</b> In the meantime, CIRCA system has migrated to CIRCABC, so problems of web access can be found. Please try the following link: <a href="https://circabc.europa.eu/faces/jsp/extension/wai/navigation/container.jsp">https://circabc.europa.eu/faces/jsp/extension/wai/navigation/container.jsp</a>
8	26/04/2012 11:44	26/04/2012 11:47	Participation to the call for tenders	We would like to participate in this call for tenders. Do we need to send an advanced letter or e-mail to inform the Commission?	<b>26/04/2012</b> No, it is not necessary to inform the Commission of your intention to participate. Tenders should be send as stated in the invitation letter.
9	23/04/2012 13:55	26/04/2012 11:51	reimbursement and expenses for the members of the Notified Bodies	do we need to consider that the expenses & reimbursements will be pre-financed for the members of the Notified Bodies and have to be included in the financial proposal (table page 23)	<b>26/04/2012</b> The table in page 23 of the specifications makes reference to the reimbursable expenses for the chairperson of the meeting and for the contractor staff.
10	23/04/2012 13:52	26/04/2012 11:52	subcontracting related to interpreting package	Is hiring an interpreters staff ( page 3)considered as subcontracting? or can we consider this as a service that has to be offered in the package?	<b>26/04/2012</b> Yes, when the contractor makes contractual commitments with others (ex: hiring interpreters) it is considered as subcontracting.

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#	Submission date	Publication date	Question subject	Question	Answer
11	20/04/2012 14:00	26/04/2012 11:53	Financial Proposal template	Paragraph 4.2.5 page 22 specifies that "Tenderers must use the following format to formulate their lump sum management fee per meeting". Also in page 25 it is specified that "The financial proposal must be formulated for the first period of execution of the tasks" Is our understanding correct that tenderers are requested to present a total financial proposal for the first 12 months of the contract duration, up to the maximum amount of 600,000 Euro including in this amount the fixed reimbursement of the expenses (35,000 euros for the chairman of the groups and 17,000 euros for the consultant)?	<b>26/04/2012</b> Yes, your understanding is correct.

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12	26/04/2012 17:07	26/04/2012 17:08	Logistics and administrative tasks.	Can you confirm that the Commission will take care of the registration and participation management? Can you confirm that travel and accommodation costs will be taken on board by the participants themselves (except chairpersons)? Individual travel and accommodation arrangements remain on the responsibility of the participants - or that the contractor is not concerned (except the block booking)? Does the Commission transfer to the contractor any required information for the attendance list draft?	<b>26/04/2012</b> The registration and participation management is assured by the contractor. The travel and accommodation costs in charge of the participants, except the chairpersons. Individual travel and accommodation arrangements are taken by the participants; however, the contractor must assure a prior block reservation of hotel rooms for meeting participants. The original attendance lists for each group and meeting, signed by each member (including the Contractor) are established by the contractor. These lists must also be dated and clearly indicate the title of the meeting.
13	20/04/2012 13:40	30/04/2012 10:46	Call for tenders No.: 159/PP/ENT/IMA/12/1128 Management of the Administrative Secretariat of the "Coordination groups of Notified bodies"	You clarified that 99 events were held over the period 2009-2011. Can you please clarify how many of these events were for groups with more than 40 participants?	<b>30/04/2012</b> 30% of the meetings during that period were with more than 40 participants.
14	25/04/2012 17:08	30/04/2012 12:22	Selection criteria - finance - annex 6.4	As far as we provide the 2 financial accounts as requested, do we still need to fill in annex 6.4? And if yes, do you have a French translation of it?	<b>30/04/2012</b> For a better analysis of the tender, it is preferable to fill in the Annex 6.4, as stated in the checklist of documents to be submitted. A French version will be published as soon as possible.

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#	Submission date	Publication date	Question subject	Question	Answer
15	30/04/2012 17:28	04/05/2012 10:08	Location of meetings	Between 2009 and 2011, 99 meetings were organized. Could you tell us how many meetings were organized in Brussels and also how many of them requested interpretation services?	<b>04/05/2012</b> 15 to 16 meetings per year need interpretation services. 1 to 2 of them are organised outside Brussels.
16	27/04/2012 08:29	04/05/2012 10:09	Evaluation of interpretation services needed	Can you please confirm us the actual figures regarding the use of interpretation services during this period of 2009 - 2011? ==> How many meetings with interpretation services and also how many meetings requiring interpretation were organised outside Brussels?	<b>04/05/2012</b> 15 to 16 meetings per year need interpretation services. 1 to 2 of them are organised outside Brussels.

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#	Submission date	Publication date	Question subject	Question	Answer
17	01/05/2012 20:38	04/05/2012 10:10	Budget	<p>In Article I.3.1. of the draft Contract it is stated that the maximum total amount to be paid by the Commission under the Contract shall be EUR 600.000 covering both the management fee and the reimbursable expenses as indicated below under point I.3.4. In addition in Annex 6.11 it is specified the maximum chargeable prices per requested service. Can you please clarify if the cost of the various categories of the requested services as described in Annex 6.1 are to be covered by the the maximum total amount of EUR 600.000 or if the EUR 600,000 is only for the lump sum mnagement fee and for the reimbursable expenses?</p> <p>Furthermore, please clarify if the tenderers are requested to present in their financial proposal the maximum unit prices the tenderers can offer for each service in Annex 6.11?</p>	<p><b>04/05/2012</b> 600.000 € is the total amount of the contract covering both the management fee and the reimbursable expenses, and no exceed will be allowed. Annex 6.11 shows the maximum chargeable prices per requested service. The tenderers are not requested to present a maximum charge price, since it is established by the Commission. The contractor will take it into account for the organisation of the meetings.</p>
18	30/04/2012 17:31	04/05/2012 10:11	Price lists and interpretation system	<p>In the price list, where do we have to report the interpretation system (empty booth, equipment...)?</p>	<p><b>04/05/2012</b> Interpretation and other requested services have to be reported for each meeting according to Annex 6.11.</p>

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19	27/04/2012 08:24	04/05/2012 10:13	Management fee	Please can you confirm what this amount of 7875 € re the management fee covers? (interpretation, consultants fees...?)	<b>04/05/2012</b> The management fee of 7875 € covers the services to be provided for the meetings as listed in Annex 6.8 except travel and accommodation expenses.
20	30/04/2012 17:29	04/05/2012 10:13	Management fee	Re the management fee of 7875 €, could you tell us what does this fee cover?	<b>04/05/2012</b> The management fee of 7875 € cover the services to be provided for the meetings as listed in Annex 6.8 except travel and accommodation expenses.
21	07/05/2012 17:20	10/05/2012 10:48	PROPOSITION TECHNIQUE : point 4.2.4 du cahier des charges - "lien avec d'éventuelles activités antérieures"	Bonjour, Dans le point 4.2.4 du cahier des charges (PROPOSITION TECHNIQUE), il est demandé de préciser comment le lien sera fait avec des activités antérieures et comment celles-ci seront prises en compte. Que voulez vous dire par là? Parlez vous des activités antérieures de l'équipe proposée pour gérer le secrétariat administratif et de l'éventuelle répartition des tâches entre ces activités antérieures et l'éventuel contrat avec la C.E.?	<b>10/05/2012</b> Le point en question se réfère à un acquis ou une expérience précédente dans le domaine et de quelle manière cela serait bénéfique à l'accomplissement des tâches.  The point in question refers to an acquired or previous experience in this field and how this would be beneficial to the tasks.

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22	07/05/2012 17:24	10/05/2012 10:50	PROPOSITION TECHNIQUE : point 4.2.4 du cahier des charges - "niveau de participation & proportion d'activités confiées à d'autres intervenants"	Dans le point 4.2.4 du cahier des charges, il est demandé de préciser "le niveau de participation & proportion d'activités confiées à d'autres intervenants" (point e) ainsi que "le rôle de chaque partenaire en cas de consortium, d'offre conjointe et/ou de recours à la sous-traitance" (point f). Quelle est la différence entre ces deux points? Qu'entendez vous par "autres intervenants"?	<b>10/05/2012</b> Les autres intervenants sont les autres membres d'un consortium en cas d'offre conjointe, ou les sous-traitants.  The other stakeholders are the other consortium members in case of a joint offer, or the subcontractors.
23	14/05/2012 17:29	14/05/2012 17:33	Opening of tenders	In point 3. of the tender specifications the date mentioned for the opening of tenders is the 28/5/2012. In reality, this date is not a working day. What is the the effective date of the opening session?	<b>14/05/2012</b> Please take note that the date of the opening session has changed. Tenders will be opened at 15h00 on 29/05/2012, at the following location: B-100 6/SDR Rue Belliard 100 B – 1049 Brussels