

Call for tenders' details

Title: European Training Programme in Entrepreneurship for Educators

Start date: 17/08/2018

Time limit for receipt of tenders: 15/01/2019

Contracting authority: European Innovation Council and Small and
Medium-sized Enterprises Executive Agency (EISMEA)

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	27/08/2018 11:24	28/08/2018 18:59	Call for Tenders N° EASME/COSME/2018/020 European Training Programme in Entrepreneurship for Educators	<p>Regarding the point 4.3.3 - Economic and financial capability criteria - it is indicated that average annual turnover of the tenderer shall amount to at least one and a half times the volume of the market as specified in point II.1.5 of the contract notice.</p> <p>Can a tenderer with an annual turnover of: -Year 2017: 556 Keuro -Year 2016: 612 Keuro meet the Economic and financial capability selection criteria requirements?</p>	<p>28/08/2018</p> <p>The assessment of the selection criteria is only performed by an appointed evaluation committee during the tender evaluation period. The selection criterion concerning the economic and financial capacity is clear: "(...) the tenderer must comply with the following criterion: Its average annual turnover for the last two years, for which the accounts have been closed, shall amount to at least one and a half times the volume of the market as specified in point II.1.5 of the contract notice. This criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender and subcontractors whose capacity is necessary to fulfil this criterion."</p>

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2	29/08/2018 17:13	07/09/2018 11:43	Call for Tenders N° EASME/COSME/2018/020 European Training Programme in Entrepreneurship for Educators Regarding 1.4.1, Task 3 of the tender specifications	Test phase of curriculum: 1. Does the training programme have to be tested at each participating HEI separately, meaning a minimum of 10 times? Or can several HEIs be put together and 1-2 seminars could be conducted with small groups within those seminars? 2. Could the educators who attend the seminar during the test phase be asked to bear the cost for travel, accommodation and subsistence?	07/09/2018 1. The text of the calls requires, under Task 3, that “In total, a minimum of 60 educators will be selected for the test. These educators will test the programme in small groups, within the identified HEIs”. If the applicant proposes to put together several HEIs and run 1-2 seminars were all educators would participate in small groups, this could be in principle possible but this choice should be adequately motivated and justified in the technical offer, keeping also in mind that such approach could have an impact on costs (expenses incurred for the travel, accommodation and subsistence of educators attending). It will be anyway the responsibility of the evaluators of submitted applications to judge on the quality, relevance, feasibility and effectiveness of proposed solutions. 2. The section 1.4.1. of the tender specification concerns tasks to be carried out by the contractor. One of these task is “Task 3 - Test, validate and improve the programme”. As specified in the tender specifications (page 16 of 30) , section 1.9. “the total maximum amount for the execution of all the tasks referred to in this call for tenders is EUR 400 000 including all charges and expenses”. As specified in the tender

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					<p>As specified in the tender specifications (page 22 of 30) , section 3.7, Part E: "The quoted price must be a fixed amount which includes all charges, including travel costs, accommodation costs, subsistence expenses, catering costs. Travel costs, accommodation costs, subsistence expenses, catering costs are not refundable separately."</p> <p>As regards asking educators who attend the seminars to bear the cost for travel, accommodation and subsistence, it is up to the applicant to plan the activities in the most appropriate and effective way.</p>

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3	07/09/2018 11:59	21/09/2018 11:40	<p>EASME/COSME/2018/020: "European Training Programme in Entrepreneurship for Educators"</p> <p>4.3.4. Technical and professional capacity criteria and evidence A. Criteria relating to tenderers</p>	<p>In relation to the Criterion A1 and Evidence A2, would you mind to clarify the following:</p> <p>1.) Criterion A1: The tenderer must prove experience of at least 7 years as a university or academic institution in delivering entrepreneurship education (Bachelors' degree, Masters' degree, PhDs),</p> <p>Question 1: Request to clarify whether the Bachelors' degree, Masters' degree, PhDs, etc. must be related 100% to entrepreneurship education in order to comply with the 7 years of experience, or this Bachelors' degree, Masters' degree, PhDs can belong to any other field (for example: a Masters' degree in Business Management) including in its program specific contents related to entrepreneurship education</p> <p>2.) Evidence A2: The tenderer must provide references for 1 international project delivered in this field in the last three years with a minimum value for the project of € 100.000.</p> <p>Question 2: Request to clarify whether the € 100.000 are related to the total value of the project or the specific value of the services provided by the company</p>	<p>21/09/2018</p> <p>1.) What is required is that the higher education institutions applying- or being part of a joint tender - have consolidated experience in delivering entrepreneurship education. Such courses may be delivered as part of any study discipline.</p> <p>2.) The tenderer must provide references for one international project in the field of entrepreneurship education delivered in the last three years with a minimum value of the whole project of EURO 100.000</p> <p>3.) As a general rule, the references for projects need to be for completed and delivered projects in order to serve as evidence of compliance with the technical selection criteria. A "completed project" is understood as a project where all the outputs under the contract have been approved by the contracting authority. In the case of contracts/projects divided into independent phases/parts/components where the output of each phase/part/component has been completed and formally approved by the contracting authority, such a contract phase/part/component may be accepted as a reference to a completed project, provided the completed output alone proves the technical capacity requirement for</p>

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				company 3.) Question 3: It's possible to submit projects that are currently ongoing? Do these projects have to comply with any specific requirement?	technical capacity requirement for which it was submitted. Please note that the evidence for the formal approval of this output (including e.g. a certificate letter) may be requested by the contracting authority.

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4	08/10/2018 11:52	09/10/2018 10:18	The technical and professional capacity criteria.	<p>In the call It is mentioned that "Criterion A1: The tenderer must prove experience of at least 7 years as a university or academic institution in delivering entrepreneurship education (Bachelors' degree, Masters' degree, PhDs), as well as in curriculum design and in providing teacher training programmes (specialisation courses, training programmes)". We would like to know if this applies to all the members of the consortium or it is sufficient that the lead applicant meets the criteria? We are quite uncertain being a private training provider (private Entity) tendering not "as a university or academic institution". Are we eligible to tender (either as a partner or sub-contractor); We would like to better understand this statement :“Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below” (mentioned earlier).</p>	<p>09/10/2018 As specified on page 26 of the tender specification "Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below". This means, that in case of a joint tender a combined capacity of all members of the group and identified subcontractors will be assessed by the evaluation committee. Assessment of the combined capacity means that, the evaluation committee will assess the capacity of the tenderer, which can be a group of economic operators, to pass this selection criterion as a whole. It shall be assessed irrespectively of the individual capacity of each of the group members but as a sum of their individual capacities. A private training provider can be leader, partner or sub-contractor.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
5	10/10/2018 10:23	12/10/2018 09:35	Annex 4: Power of Attorney	In case of a joint-tender, following model 1 (as described in Annex 4), is it mandatory to have all joint-tenderers sign the same document? Or would it be permissible to have a Power of Attorney for each joint-tenderer (as mentioned in footnote 1)? It would be thus necessary to change the wording of the Word-document into: "I, the undersigned" and other small changes to reflect the fact that only one company is signing.	<p>12/10/2018</p> <p>Q: In case of a joint-tender, following model 1 (as described in Annex 4), is it mandatory to have all joint-tenderers sign the same document?</p> <p>A: This is acceptable. In that case there will be a single power of attorney signed by all partners including the group leader.</p> <p>Q: Or would it be permissible to have a Power of Attorney for each joint-tenderer (as mentioned in footnote 1)? It would be thus necessary to change the wording of the Word-document into: "I, the undersigned" and other small changes to reflect the fact that only one company is signing.</p> <p>A: This is also acceptable. In that case there will be one power of attorney per partner, signed only by the concerned partner or by the concerned partner and the group leader. The annex 4 should be adapted and start by "I, the undersigned" in case the power of attorney is only signed only by the concerned partner.</p>

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6	17/10/2018 14:02	17/10/2018 14:20	Power of Attorney	In case of a joint-tender, following model 1 in annex 4, is it permissible to insert extra lines for place and date and to have joint-tenderers sign in different places and on different dates?	17/10/2018 Yes.
7	22/10/2018 14:57	26/10/2018 10:03	Criteria relating to tenderers: Criterion A1	is it compulsory to have experience in delivering entrepreneurship education in undergraduate studies and post graduate studies meaning Bachelor's', Master's' degree and PhDs altogether or is it enough to have it within the program of one of the mentioned degrees either for bachelor degrees, Master degrees or PHDs?	26/10/2018 Criterion A1 states: The tenderer must prove experience of at least 7 years as a university or academic institution in delivering entrepreneurship education (Bachelors' degree, Masters' degree, PhDs). Therefore it is compulsory for the tenderer to have experience in delivering entrepreneurship education. Having it just mentioned in the programme is not enough.
8	24/10/2018 12:38	29/10/2018 17:18	Request of Deadline Extension	We would like to requests 2 weeks extension of the closing date (scheduled for November, 8th 2018).	29/10/2018 A contract notice corrigendum is in publication process to extend the time limit for receipt of tenders from 08/11/2018 to 15/01/2019 at 15:00.

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9	25/10/2018 17:23	30/10/2018 14:14	Electronic signature based on a qualified certificate	<p>In the invitation tender it is stated that Declaration on honour and Tender Report shall be dated and signed either by hand or by applying an advanced electronic signature based on a qualified certificate.</p> <p>Kindly confirm whether the spanish Digital Certification headed by the FNMT-RCM (http://www.fnmt.es/en/ceres) is considered as a valid electronic signature for this tender.</p>	<p>30/10/2018</p> <p>Please follow this link to find out about different types of electronic signatures: ec.europa.eu/cefdigital/wiki/pages/viewpage.action?pageId=46992760 . In the context of e-Submission, the system doesn't provide a tool to sign electronically, therefore, the user needs to use a signature provided from a "Trusted Service Provider" (webgate.ec.europa.eu/tl-browser/#) . Fábrica Nacional de Moneda y Timbre - Real Casa de la Moneda (FNMT-RCM) is listed as a trust service providers for qualified certificate for electronic signature. If Fábrica Nacional de Moneda y Timbre - Real Casa de la Moneda (FNMT-RCM) provides Advanced Electronic Signatures (AdES) or Qualified Electronic Signatures (QES), as described on ec.europa.eu/cefdigital/wiki/pages/viewpage.action?pageId=46992760 , then it can be considered as a valid electronic signature for this tender.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
10	31/10/2018 09:41	31/10/2018 09:50	Extension of Deadline	<p>Could you please confirm, that the extended deadline is 15 January 2019, not 2018?</p> <p>Also, will you publish reasons as to why the deadline was postponed?</p>	<p>31/10/2018 Yes, a corrigendum extending the submission deadline until 15/01/2018 -15:00 will be published shortly. The contracting authority decided to extend the submission deadline in order to obtain optimal quality offers.</p> <p>31/10/2018 Yes, a corrigendum extending the submission deadline until 15/01/2019 -15:00 will be published shortly.</p>
11	31/10/2018 10:46	31/10/2018 11:18	Extension of Deadline	<p>Can you please confirm and CORRECT the year for submission, 2019?</p>	<p>31/10/2018 Yes, a corrigendum extending the submission deadline until 15/01/2019 -15:00 will be published shortly.</p>
12	31/10/2018 09:55	31/10/2018 11:19	Deadline	<p>L.S.</p> <p>The side now indicates that the deadline is 15 January 2018. We assume that this is a typing error and that this should be 15 January 2019. Is that correct?</p>	<p>31/10/2018 Yes this is correct. A corrigendum extending the submission deadline until 15/01/2019 -15:00 will be published shortly.</p>

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13	07/12/2018 11:28	13/12/2018 14:59	EASME/COSME/2018/020: "European Training Programme in Entrepreneurship for Educators"; 4.3.4. Technical and professional capacity criteria and evidence, A. Criteria relating to tenderers: Criterion A2	In relation to the Criterion A2 and Evidence A2, would you mind to clarify the following: "The tenderer must prove experience in the management and delivery of international projects in the field of education and training"; Do we need to prove the experience on international projects on entrepreneurial education as co-coordinators/main applicants or is it accepted to prove that we were participating as partners/beneficiaries?	13/12/2018 The tenderer must prove experience in managing actions, and in this sense the tenderer may have gained the experience having a role of a consortium partner.

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14	13/12/2018 10:32	13/12/2018 17:32	technical response	<p>EN-Annex 6-Technical tender form-2018-020-FINAL states that &quot;This is not the main document to include all the technical elements of the tender. It is just a summary of the main elements that may have impact on the evaluation (to be filled in by the tenderer). It is only meant to guide the evaluation committee through the technical proposal. It must be used for this purpose only and not to describe the full technical offer.&quot; Please can you clarify what documents our technical response should be made up of. Should it include EN-Annex 2.2-Technical capacity-2018-020-FINAL, PLUS EN-Annex 6-Technical tender form-2018-020-FINAL, PLUS an additional document containing our proposal in full? if this additional document is required, are there any guidelines on the format and length it should take? thank you</p>	<p>13/12/2018 Indeed, Annex 6 “Technical tender form” does not replace the technical offer. It is just a tool to help with the evaluation of the offer. No specific template is provided for the technical offer, and so tenderers are free to decide how to structure their technical offer. Please note, however, that the technical offer must cover all the requirements specified in the Tender Specifications. Please refer also to Section 3.7 of the Technical Specifications "Content of the tender" on page 22.</p>

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15	13/12/2018 15:50	14/12/2018 11:11	Criterion B5 - at least 3 members of the team should have at least C2 level in English in the Common European Framework for Reference for Languages, and at least 3 members of the team should have at least C1 level.	Kindly confirm whether the following Education and Training is valid to accredit the levels in English C1 and/or C2: - University Degree on Translation and Interpreting, Speciality in English (from a spanish University) - Certificate issued by the Spanish Ministry of Foreign Affairs and Cooperation as Sworn Translator of English	14/12/2018 As it is European Framework, the tenderer has to follow it: https://europass.cedefop.europa.eu/resources/european-language-levels-cefr and it is up to the tenderer to ensure and prove that the level of language corresponds to the one described in the framework. If the mentioned Degrees/Certificates have clear reference to the European Framework or the tenderer shall point to an official document that would show this connection, then they can be taken as an evidence.

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16	12/12/2018 12:08	14/12/2018 11:43	COSME countries	Section 1.4.2. 'Geographical scope of the tasks' in the tender specification document states that "The services to be delivered under this contract will cover all the countries participating in the COSME programme. In the research phase (Task 1), the collection of information will be also extended to exemplary practices existing in the U.S." please can you clarify: 1. is it a requirement of the tender for a full pilot to run in each COSME country? 2. If no to question 1 above, please can you clarify which specification activities/tasks must be performed in each COSME country? 3. Please can you provide a full list of these COSME countries?	14/12/2018 1. The tenderer must not run the pilot phase (testing) in all COSME countries (page 8). 2. The contractor is asked to review existing training programmes across Europe (COSME countries) and outside, particularly in the US, in order to create a training programme. The tenderer must select minimum 10 High Education Institutions for testing the training programme. The testing institutions will come from across COSME countries (p. 14 Geographical scope of the tasks). The testing institutions will be identified, within and/or outside the awarded consortium. (page 11 of ToR). In the offer, the tenderer must provide reasoning for selection of countries that corresponds to the methodology proposed (p.28). 3. http://ec.europa.eu/growth/smes/cosme_en and http://ec.europa.eu/DocsRoom/documents/31602 (p. 14).

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17	04/01/2019 13:16	04/01/2019 14:17	Administrative documents	Dear sir, madam, Do all (original) signatures have to be on one Power of Attorney annex, or can all consortium members sign separate letters with the main contractor?	04/01/2019 As per the instructions in the footnote of Annex 4, "It will not be allowed to annex additional pages to this Power of Attorney. A Power of Attorney will be needed from each partner in the case of a high number of partners where not all of them can be included in this document." This means that: • In principle, a single power of attorney is needed, signed by all partners in the joint tender, AND BY THE LEADER. • Only in case of a high number of partners, when it is objectively not possible to have all the signatures in the same document, a separate power of attorney will be needed signed by each partner in the joint tender, AND BY THE LEADER.
18	10/01/2019 11:28	11/01/2019 17:44	EN-Annex 2-Letter of submission of tender - Subcontractors	The footnote on Page 2 of 3 of Annex 2 section 1.4 'Sub-contractor's details states: "This section must be completed for each sub-contractor whose share of the contract is above 30%" This would imply this section is not to be completed for identified sub-contractors whose share of the contract is below 30%, even whilst they are identified. Can you confirm that this is correct?	11/01/2019 Yes, the section 1.4 in annex 2 must be completed only for the sub-contractors whose share of the contract is above 30%.

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