

Call for tenders' details

Title: International Ocean Governance Stakeholder Forum

Start date: 30/08/2018

Time limit for receipt of tenders: 01/10/2018

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

Status: Closed

Call for tenders question list

Call for tenders questions summary

| # | Submission date | Publication date | Question subject | Question | Answer |
|---|---------------------|---------------------|-----------------------|--|--|
| 1 | 07/09/2018 10:42 | 12/09/2018 10:09 | Declaration on Honour | In Annex 3, Declaration on Honour, Section VII - Section Criteria, the term "individually as provided in the tender specifications" in (5) contradicts "the combined capacity" as stated in section 4.3.4 on page 25/29 of the Tender Specifications, A - Criteria relating to Tenderers. Please clarify. | 12/09/2018 Section VII (5) of the Declaration on Honour states that each person/member of a joint tender declares compliance with the selection criteria (financial/technical capacity) which are applicable to them and which have been defined in the Tender Specifications (Sections 4.3.3 and 4.3.4). This is an individual declaration of financial/technical capacity of each person/member of the group. Sections 4.3.3 and 4.3.4 of the Tender Specifications set out that for the assessment of the selection criteria , in case of a joint tender, the combined capacity of all members of the group (i.e. the sum of individual capacities) will be taken into consideration. |
| 2 | 05/09/2018 15:05 | 12/09/2018 10:32 | Stakeholders database | In section 1.6.1.1 on page 7/29 of the Tender Specifications, "the Contractor shall develop a database of key stakeholders...": in addition to us (the Contractor) providing names, etc., please confirm if EASME will support this task in any way by providing details of those previously involved in IOG activities. | 12/09/2018 EASME/ DG MARE will provide details of relevant stakeholders to the selected contractor as available. |

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| 3 | 05/09/2018 15:08 | 12/09/2018 10:35 | Stakeholders Database | In section 1.6.1.1 on page 7/29 of the Tender Specifications, "the Contractor shall develop a database of key stakeholders...": please clarify the desired geographic split/balance, as well as for themes / sectors. | <p>12/09/2018</p> <p>A starting point will be a balanced approach across marine regions and main ocean sustainability challenges. Particular attention should be given to themes/ sectors referred to the in the EU's International Ocean Governance Agenda for the Future of Our Oceans and covered by SDG14. The contractor is invited to cover further themes/sectors as considered relevant to achieve the overall objective of the EU International Ocean Governance Agenda for the Future of Our Oceans and SDG 14. The contractor will be expected to further develop/ update the stakeholder database during the project in close collaboration with EASME/DG MARE.</p> |
| 4 | 05/09/2018 15:11 | 12/09/2018 10:36 | Communication materials | In section 1.6.1.3 on page 11/29 of the Tender Specifications, "leaflets, programmes, banners": (1) please provide volume estimates for the production of these communication materials, and (2) please confirm if these will be just for dissemination at the events or if they should be disseminated elsewhere. | <p>12/09/2018</p> <p>The printed production is mainly to be disseminated during the mentioned events to the invited audience (approximately 150 participants per stakeholder conference and 80 per workshops+ 10% as contingency).</p> |

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| 5 | 05/09/2018 15:17 | 12/09/2018 10:38 | Meetings | <p>In section 1.10.3 on page 15/29 of the Tender Specifications, "Five meetings will be held..." but only four are listed. Please clarify.</p> <p>Linked with this, in section 1.11 on page 16/29, 5 meetings are listed; however, these do not correspond exactly to those listed on Page 15. Please clarify. For example, is the "Progress meeting on the preparation of first forum meeting" (p.16) the same meeting as the "interim meeting" (p.15); and is the "first progress meeting" (p.15) the same meeting as "Progress report meeting" (p.16)?</p> | <p>12/09/2018 Indeed, only 4 project meetings have been listed, whereas 5 meetings will be held. The complete list of meetings is listed in the table on p.16.</p> <p>Yes; the progress meeting on the preparation of the first forum (p16) meeting is the same as the interim meeting (p.15: "Interim meeting: an interim meeting [...] will be held 3 months before the first forum event") and the "first progress meeting" (p.15) is indeed the same as "Progress report meeting" (p.16).</p> |
| 6 | 05/09/2018 15:20 | 12/09/2018 10:39 | CVs | <p>In section 4.3.4 on page 26/29 of the Tender Specifications, (B): please confirm if you are looking for 8 separate CVs or could 1 CV be accepted for 2 positions, e.g. B2 & B3, or B1 & B4?</p> | <p>12/09/2018 Indeed, one CV can be accepted for 2 positions.</p> |

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| 7 | 21/09/2018 17:39 | 24/09/2018 09:56 | Submission of Tender | Can you please provide more detail on what is meant by "advanced electronic signature based on a qualified certificate" - what does this entail? | <p>24/09/2018 Please follow this link to find out about different types of electronic signatures: ec.europa.eu/cefdigital/wiki/pages/viewpage.action?pageId=46992760.</p> <p>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/#) . Additionally, most EU Citizens can use their own ID card to sign with an "Advanced Electronic Signatures (AdES)" or "Qualified Electronic Signatures (QES)" For instance, in Belgium any resident with an ID card can use this service: fedict.belgium.be/fr/a_propos_de_fedict/actualite/fedivers/copy_of_fedivers_juni_2013/item1</p> |

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| 8 | 21/09/2018 17:27 | 24/09/2018 11:18 | Duration of Tender | The duration of the tender is stated as being 44 months, however it also states that the tender may be renewed at 22 months for a further 22 months. Can you please provide more detail on this process? Should the initial tender cover activities for the full 44 months or separate activities between the two terms? | 24/09/2018 As set out in Section II.2.7 of the contract notice and in Section 1.8 of the Tender Specifications (TS) the initial duration of the contract will be 22 months (market volume of max. EUR 750 000) with a possibility of renewal for another 22 months (market volume of max. 750 000). The conditions for renewal are described in Article I.3.5 of the draft Service Contract. The activities proposed in your offer should follow the timetable indicated in Section 1.11 of the TS and thus cover the initial period of 22 months. In the case of renewal for another 22 months the contractor will perform the same tasks as those proposed for the initial period. |

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| 9 | 21/09/2018 17:13 | 24/09/2018 17:30 | Stakeholder Database | In section 1.6.1.1 on page 7/29 of the Tender Specifications, "the Contractor shall develop a database of key stakeholders...": Can you please advise if a list of stakeholders should be provided as part of the tender and if so how many stakeholders are expected to be identified? Are letters of support required? If identification of stakeholders in depth is not required, would examples of experts to show their expertise and geographical coverage etc be sufficient? | <p>24/09/2018</p> <p>At the stage of the application, we do not request a database of stakeholders. See page 8 of the Call for tender:</p> <p>“An initial list of stakeholders to take part in the forum identifying potential members of the steering committee and thematic working groups shall be submitted with the offer while an updated list will be submitted in the inception report as described under section 1.10.1.1.” Besides, no minimum number of stakeholders has been defined and letters of support are not needed. According to the call text “experts “ are one group of stakeholders (see page 5 of the call for tender). As far as identification of stakeholders is concerned, please see on page 7 under 1.6.1.1 the type of stakeholders to be identified.</p> |

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| 10 | 24/09/2018 18:11 | 25/09/2018 16:29 | extension of submission deadline | <p>EU rules and procedure mentions the following: "In an open procedure any business may submit a tender. The minimum time limit for submission of tenders is 35 days from the publication date of the contract notice."</p> <p>In this case, the date of dispatch mentioned in the contract notice is 23 August but the contract notice has only been published on 30 August, leaving only 30 days to the tenderers to build an offer. More than that, an initial list of stakeholders and potential members of the steering committee needs to be provided. Delivering a consistent and reliable list of members implies identifying and consulting a broad scope of stakeholders, which takes a considerable amount of time. For those reasons, we wish to ask for an extension of the deadline. Many thanks indeed for taking our question into consideration</p> | <p>25/09/2018 According to section 1.24.2 of Annex 1 to the Financial Regulation (EU, Euratom) 2018/1046 ' the time limit for receipt of tenders shall be no less than 37 days from the day following dispatch of the contract notice'.</p> <p>The Contracting Authority will not extend the submission deadline.</p> |

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| 11 | 24/09/2018 15:06 | 25/09/2018 18:08 | Costs | <p>In section 1.6.1.2. Task 1.2 Forum arrangements and meetings, it is stated that "The Contractor will be responsible for the travel and accommodation expenses of the speakers, moderators and chairs..... Each event will include a maximum of 10 speakers/moderators and chairs."</p> <p>What about the costs of the thematic working group members participating in meetings and forums? Do you envisage the contractor covering the costs of Travel and Subsistence to thematic working group meetings and forum meetings? Do you envisage experts in working groups being reimbursed for their time?</p> | <p>25/09/2018</p> <p>The text of the tender specifications mentions the reimbursement of speakers, chairs and moderators (section 1.6.1.2.: 'The Contractor will be responsible for the travel and accommodation expenses of the speakers, moderators and chairs. These expenses shall be included in the price of the offer'). Section 1.6.1.2. also states 'Each event will include a maximum of 10 speakers/moderators and chairs'. Events in this context should be interpreted as the 2 main conferences plus the Working group sessions, therefore in total 2+2 events= 4 x 10 speaker/moderators and chairs will have to be covered for</p> |

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