

## Call for tenders' details

Title: Supporting EU/EEA, EU pre-accession and neighbouring countries in public health emergency preparedness, Lot 1, Lot 2, Lot 3 and Lot 4

Start date: 13/09/2018

Time limit for receipt of tenders: 19/11/2018

Contracting authority: European Centre for Disease Prevention and Control (ECDC)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	21/09/2018 12:39	24/09/2018 17:08	Eligibility to participate	Can a consortium led by an EU-based organization include a non-EU company that is from a Free Trade Agreement (FTA) country but not from an Association Agreement (AA) country?	<b>24/09/2018</b> No. Please see sections 1.3 and 1.4 of the tender specifications, all consortium members need to be established in the EU, EEA and Stabilisation and Association Agreement countries. In addition, international organisations defined as international public-sector organisations set up by international agreements can participate.

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#	Submission date	Publication date	Question subject	Question	Answer
2	26/09/2018 08:40	28/09/2018 11:22	Neighbouring countries	What specifically does the ECDC consider neighbouring countries for the purposes of this tender?	<p><b>28/09/2018</b></p> <p>For the purpose of this tender, EU pre-accession and neighbouring countries refer to the countries covered by the EU enlargement and neighbourhood policies. This includes:</p> <ul style="list-style-type: none"> <li>-The EU pre-accession countries, granted their status by the EU Council, based on the Art 49 of the Treaty on European Union (TEU). These are: <ul style="list-style-type: none"> <li>oEU candidate countries: Albania, Montenegro, the former Yugoslav Republic of Macedonia, Serbia, and Turkey</li> <li>oEU potential candidate countries: Bosnia and Herzegovina, and Kosovo*</li> </ul> </li> <li>-Countries covered by the European Neighbourhood Policy (ENP). These are: <ul style="list-style-type: none"> <li>oEastern Partnership: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine</li> <li>oSouthern Neighbourhood: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine**, Syria and Tunisia.</li> </ul> </li> </ul> <p>(*): This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.</p> <p>(**): This designation shall not be</p>

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					(**): This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue

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#	Submission date	Publication date	Question subject	Question	Answer
3	10/10/2018 10:55	11/10/2018 11:38	Administrative documents	Could you please clarify if all subcontractors foreseen to be included in our team need to submit all the documents requested, or only those getting a certain percentage of the total value of the contract or needed to meet the selection criteria?	<p><b>11/10/2018</b></p> <p>If you plan to include subcontractors in your team in order to provide the services to ECDC then they all need to meet the selection criteria set out in section 3.2 of the tender specifications; please provide the legal entity form (see section 3.2.1 ) and CVs (see section 3.2.3) of the subcontracted experts who will be used. If the tenderer relies on the capacity of a subcontractor for economic and financial capacity, please see section 3.2.2 and provide the relevant documents. If the tenderer relies on the capacity of a subcontractor for economic and financial capacity, the contracting authority may require the third party to be jointly liable for the performance of the contract. Please note that selection criteria will be applied on the tenderer as a whole and ECDC reserves the right to request any additional documentary evidence it deems necessary or useful in order to verify a tenderer's technical, economic and financial capacity.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
4	08/10/2018 10:48	16/10/2018 17:16	Time limit	Given the importance of the tender, we request an extension of the deadline for submission of tenders.	<b>16/10/2018</b> Due to the size of the tender ECDC acknowledges the importance for additional time in order to ensure quality tenders. Therefore ECDC has agreed to extend the deadline by two weeks with the new deadline being 19 November 2018.
5	16/10/2018 11:10	16/10/2018 17:18	Submission deadline	A Corrigendum has today been posted under the 'Notices' section on the TED E-Tendering page (2018/S 199-449724), which appears to indicate that the deadline for submission has been changed to 19 November at 16.00, from 5 November at 16.00. However, the Section Number given in the Corrigendum does not correspond with any number I can find on the tender specification document, and neither is this deadline change given anywhere else in the online materials. Please can you clarify when the actual submission deadline will be?	<b>16/10/2018</b> Due to the size of the tender ECDC acknowledges the importance for additional time in order to ensure quality tenders. Therefore ECDC has agreed to extend the deadline by two weeks with the new deadline being 19 November 2018.

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#	Submission date	Publication date	Question subject	Question	Answer
6	19/10/2018 16:19	19/10/2018 17:04	Deadline for questions	Has the deadline for asking clarification questions been extended in line with the submission deadline extension?	<b>19/10/2018</b> Yes, the deadline for asking clarification questions has been extended in line with the submission deadline extension. The new deadline for submitting questions is 9th November 2018. Please refer to Milestones, under the Data tab.
7	19/10/2018 16:12	22/10/2018 16:12	4.1 Technical proposal	Under 4.1 in the tender specification, for all lots it states that the technical proposal shall contain information regarding "the means to be used to meet the objectives of the terms of reference" Please could you clarify what is expected by the "means"? Does this mean the resources that will be used, or how the objectives will be met?	<b>22/10/2018</b> With regards to "means" please describe how the objectives will be met.

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#	Submission date	Publication date	Question subject	Question	Answer
8	16/10/2018 17:38	22/10/2018 16:15	Expert profiles	<p>Is it necessary to have a one-to-one match between team members and expert profiles required?</p> <p>For example, let's say that the profiles required are:            Profile 1            skill A            skill B</p> <p>Profile 2            skill C</p> <p>Would that be fine to apply with one team member with skills A and C and another team member with skill B? Or should the combination of skills A and B to be found in the same person?</p>	<p><b>22/10/2018</b>            Skills can be allocated to any team member regardless of which profile they fall under. The only requirement is that the team as a whole is able to cover every skill in order to meet the objectives and targets</p>

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#	Submission date	Publication date	Question subject	Question	Answer
9	12/10/2018 11:22	23/10/2018 16:34	Technical offer requirements	<p>Could you provide clarification on the technical requirements for proposals? Pages 38-39 outline three elements – description of approach and methods to ensure timely delivery and high-quality standards of the deliverables; description of the proposed team; and a 5-page theoretical protocol and analytical strategy.</p> <p>The tables showing how the proposals will be marked on pages 40-41 outline similar but not identical elements – the approach and quality of project management; the team; and the quality of the 5-page protocol/theoretical example?</p> <p>Should our proposal be structured by the first of these three elements (p38-39) or second (p40-41)? In the second interpretation, our demonstration of methodological approach would be limited to the 5-page example. In the first, there would be a more conventional response setting out methods, and our team and project management approach under the first criterion, as well as the 5-page example under the third criterion.</p> <p>If the second interpretation is the correct one, is there flexibility with the 5-page limit?</p>	<p><b>23/10/2018</b></p> <p>The technical elements should be answered as per the elements listed on p38-39. Please outline the methods, team and project management approach as well give a 5-page example</p>

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#	Submission date	Publication date	Question subject	Question	Answer
10	23/10/2018 14:39	23/10/2018 16:36	Consortium agreement	<p>the 5-page limit?</p> <p>The checklist mentions that in the case of consortia, a consortium agreement and other documents will be required, and refers to 1.4 of the specification.</p> <p>To address this we propose to submit with the tender response a signed multi-party agreement to form a consortium under our leadership. This will include a declaration of intent to conclude a full Consortium Agreement (embodying the terms in 1.4) on award.</p> <p>Can you please confirm that addresses the requirement at this stage?</p>	<p><b>23/10/2018</b> Yes, the signed multi-party agreement along with the documents required under section 3 of the tender specifications would address the requirements at this stage.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
11	22/10/2018 16:25	23/10/2018 16:39	Technical offer requirements	<p>Could you provide clarification on the technical requirements for proposals? Pages 38-39 outline three elements – description of approach and methods to ensure timely delivery and high-quality standards of the deliverables; description of the proposed team; and a 5-page theoretical protocol and analytical strategy.</p> <p>The tables showing how the proposals will be marked on pages 40-41 outline similar but not identical elements – the approach and quality of project management; the team; and the quality of the 5-page protocol/theoretical example?</p> <p>Should our proposal be structured by the first of these three elements (p38-39) or second (p40-41)? In the second interpretation, our demonstration of methodological approach would be limited to the 5-page example. In the first, there would be a more conventional response setting out methods, and our team and project management approach under the first criterion, as well as the 5-page example under the third criterion.</p> <p>If the second interpretation is the correct one, is there flexibility with the 5-page limit?</p>	<p><b>23/10/2018</b></p> <p>The technical elements should be answered as per the elements listed on p38-39. Please outline the methods, team and project management approach as well give a 5-page example Question9</p>

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#	Submission date	Publication date	Question subject	Question	Answer
				the 5-page limit?	
12	24/10/2018 10:52	24/10/2018 18:57	Brexit	After Brexit and if the UK is subject to an Association Agreement that covers collaboration in Science and innovation, could the ECDC clarify if this would satisfy the terms of the procurement procedure as outlined in Section 1.3 of the tender specification?	<b>24/10/2018</b> Unfortunately, it is not known what agreements will be put in place. However, please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force tenderers from the UK could be rejected from the procurement procedure.
13	25/10/2018 17:30	29/10/2018 15:24	Cost of keynote speakers	In section 2.5.2 of the tender specifications, it is suggested that there may be a need for keynote speakers at the workshops. If so, who pays for them to prepare and attend?	<b>29/10/2018</b> All content should be planned, organised and supplied by the contractor and the costs will be borne by the contractor. This includes, but is not limited to, facilitators and key note speakers.

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#	Submission date	Publication date	Question subject	Question	Answer
14	29/10/2018 17:48	30/10/2018 10:50	Documentation for consortium members	Section 3.1 of the tender specification states "The successful tenderer shall provide the documents mentioned as supporting evidence in Annex III before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender." However, Annex III is the Declaration on Honour. It is not clear what evidence has to be provided by all consortium members (in addition to the full set of evidence provided by the consortium lead) . Please could you confirm whether all members of the consortium have to provide the Authorised Signatory Form and the signed tender submission checklist as these only seem applicable to the lead?	<b>30/10/2018</b> The declaration of honour should be provided by all consortium members as part of the tender submission. If successful, the supporting evidence for the consortium members will be requested when the award of the contract is notified. The authorised signature form and tender submission checklist only need to be submitted by the leader of the consortium.

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#	Submission date	Publication date	Question subject	Question	Answer
15	30/10/2018 16:35	31/10/2018 11:19	Draft protocol	<p>Section 4.1 of the tender specification requests that for each Lot "As an example, a brief (maximum 5 pages) draft protocol and analytical strategy for conducting a literature review on the effectiveness of school closures as a preparedness measure for EU Member States to reduce the transmission of highly contagious infectious diseases."</p> <p>Please could you advise, in the case of the three lots where there are multiple types of activity (e.g. 1a/1b, 2a/2b and 4a/4b/4c) do you require:</p> <ul style="list-style-type: none"> <li>-a draft protocol per each type of activity</li> <li>-one 5 page protocol which describes all types of activity (e.g. workshop, desktop and command-post)</li> <li>-an example protocol of one of the activities within that Lot</li> </ul>	<p><b>31/10/2018</b> The draft protocol to be submitted should be based on only one of the activities within the chosen lot as an example.</p>
16	02/11/2018 17:50	05/11/2018 12:33	Submission	Is there a downloadable empty proposal submission template?	<p><b>05/11/2018</b> There is no template for the technical proposal, however, for the financial proposal form please see Annex II.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
17	02/11/2018 16:41	05/11/2018 12:44	Sub-contractor nationality	Can you please clarify if sub-contractors for this work are required to be EU citizens, or if non-EU citizens can also join the project as sub-contractors?	<b>05/11/2018</b> The rules of access to the market do not apply to subcontractors. Subcontractors are not required to be EU citizens, nor are they required to be established in the European Union, European Economic Area and Stabilisation and Association Agreements countries.
18	05/11/2018 12:20	06/11/2018 16:34	Financial evaluation annex	The contract duration is 4 years. The Tender document for lots 4b and 4c mentions that ECDC foresees a maximum of 2 desk-tops per year and 1 command-post per year, which would give a total of 8 desk-tops and 4 command-posts for the duration of the contract. Yet, in the financial evaluation annex, the calculated total includes 16 desk-tops (8 x 1 day + 8 x 2 days) and 8 command-posts, which affects the total cost. Could you clarify if this is correct?	<b>06/11/2018</b> The financial proposal form for Lot 4, Annex IId of the tender specifications, has been revised and replaced.
19	05/11/2018 11:46	06/11/2018 17:05	Evidence A1	Evidence A1 for Lots 1, 2 and 3 specifies that the tenderer must provide references for projects delivered in the relevant fields. Please could you clarify what is meant by references, does this mean a summary of relevant projects delivered?	<b>06/11/2018</b> Yes, a summary of relevant projects should be provided. This should include, but is not limited to, references such as: peer review references, links to published reports or a letter from a countries competent body confirming participation in a country assessment.

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#	Submission date	Publication date	Question subject	Question	Answer
20	06/11/2018 17:36	07/11/2018 11:01	Subcontractors	Could you please clarify if subcontractors are individuals or institutions (such as universities)?	<b>07/11/2018</b> Third parties contracted by the contractor are considered to be subcontractors, whether they be individuals, companies or institutions.
21	06/11/2018 17:33	07/11/2018 11:02	Consultants	Could you please clarify if there is a difference between subcontractors and consultants?	<b>07/11/2018</b> A third party contracted by the contractor, such as a consultant who is not a member of the contractor's personnel, would be considered a subcontractor.
22	06/11/2018 16:27	07/11/2018 11:03	Deadline for the signed documents	Should the original signed documents be send by post within the same deadline of the online application (19th November)?	<b>07/11/2018</b> Signed originals are not required as part of the submission of a tender. Only electronic submissions will be accepted, as per section 1 of the invitation to tender and section 1.6 of the tender specifications.

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#	Submission date	Publication date	Question subject	Question	Answer
23	06/11/2018 16:18	07/11/2018 15:30	Financial Proposal	The Financial proposal form for 4b and 4c requests a price for exercise delivery in the case of a 1 day or 2 day exercise. However, the costs for scenario development, documentation and reporting will be significantly different for each length of exercise, how should these costs be reflected in the financial proposal?	<p><b>07/11/2018</b> For Lot 4 all prices (such as the costs for the scenario, exercise documentation and reporting) should be calculated for a 1 day exercise. Any additional costs associated with a 2 day exercise should be calculated and incorporated into the 2 day exercise delivery cost.</p> <p>The financial proposal form for Lot 4, Annex IId of the tender specifications has been revised and replaced, in order to make this clear.</p>
24	06/11/2018 16:18	08/11/2018 12:21	Lot 4 Logistics	In Lot 4 do you foresee the contractor or ECDC undertaking logistics such as issuing joining instructions to participants, creating delegate paperwork (such as badges and attendance lists), and running the registration desk?	<p><b>08/11/2018</b> The logistics in Lot 4 such as issuing joining instructions to participants, creating delegate paperwork (such as badges and attendance lists), and running the registration desk shall be organised by ECDC.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
25	07/11/2018 17:19	08/11/2018 12:22	Simplified Financial Statement	<p>In section 3.2.2. of the tender specification you say that "the Simplified Financial Statement must be included in the tender for all consortium partners and subcontractors (3.2.2) in cases of subcontracting (if the tenderer relies on the capacities of subcontractor(s) to fulfil economic and financial requirement)."</p> <p>In this case, are we expected to upload two separate documents (one Annex VI for each subcontractor)?</p> <p>Also, if the tenderer does not rely on the capacities of the subcontractor, is the additional SFS still necessary?</p>	<p><b>08/11/2018</b> You can indeed upload two separate documents (one Annex VI for each subcontractor). If the tenderer does not rely on the capacities of the subcontractor, the additional simplified financial statement is not required for the subcontractor.</p>
26	09/11/2018 11:15	09/11/2018 12:36	Staffing	<p>If a company is selected and asked to provide an offer on a specific event, can additional experts, who were not on the original tender, be added at a later date, if required?</p>	<p><b>09/11/2018</b> Additional experts can be added to the team at a later date, if required. However, the experts must also satisfy the minimum requirements in terms of education and experience. In other words, the selection criteria (section 2.3 of the tender specifications) remain applicable throughout the whole performance of the contract.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
27	06/11/2018 16:20	09/11/2018 16:28	Financial proposal form	Could you please specify what do the multiplication factors in the financial proposal form refer to? Are they calculated on the expected sub-contracts within each Lot?	<b>09/11/2018</b> The multiplication factors listed in the financial proposal forms are specific to each lot. They are based upon the maximum estimated number of times each type of service will be requested within the maximum duration of 4 years.
28	09/11/2018 11:48	12/11/2018 11:21	Financial proposal	The price quoted in the financial annex can only be indicative since there are details such as location, scope and external keynote speakers that will only be known at the time the event is solicited. Will the price quoted represent a firm price for each event or will the company be able to adjust this price to reflect the detailed requirements of each event?	<b>12/11/2018</b> The prices quoted in the financial tender annex will become part of the framework contract and will be used for the purpose of specific contracts/order forms; i.e. the prices quoted will be firm. The contractor must cover the costs of travel, daily subsistence and accommodation of its own team, including keynote speakers. The variables such as scope and location should be considered in your calculations of the prices for the deliverables over the maximum four year duration.