

Call for tenders' details

Title: Chafea/2018/Health/03 A Single Framework Contract for the provision of support services for managing expert groups in the field of (public) health

Start date: 28/09/2018

Time limit for receipt of tenders: 15/11/2018

Contracting authority: European Health and Digital Executive Agency (HaDEA)

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	10/10/2018 11:12	12/10/2018 15:39	Clarification regarding Criterion A1	Could you please clarify Criterion A1 - the tenderer must prove experience in the field of organizing meetings at EU and/or international level, including virtual meetings (webinars) and management of virtual (expert) groups (p. 42 of the tender specification)? It is not clear whether the experience in organising meetings at EU and/ or international level must be related to the public health field or whether it can include other policy areas as well. Also, should this include other experiences in the public health field (e.g. studies and evaluations)? For example, the criterion could be interpreted as follows: '...prove experience in the field of public health and in organizing meetings at EU and/or international level'.	12/10/2018 The criterion A1 refers to the capacity to organise meetings at EU and/or international level, including virtual meetings (webinars) and management of virtual (expert) groups in any field. It can be in the (public) health field but also any other field, always relating to the organisation of face to face meetings, virtual meetings and management of experts. No reference is made to organisation of evaluations or preparation of studies in the health field.
2	02/10/2018 17:49	12/10/2018 15:58	Tender specifications: Qualification criteria for B5 and B6 include English native speaker/ English mother tongue	How does that qualification criterion (English native speaker/ English mother tongue) comply with EU anti discrimination policies?	12/10/2018 A revised version of the tender specifications will be published replacing "English native speaker/ English mother tongue" under qualification criteria for B5 and B6, by "English native speaker or full working proficiency as attested by a language certificate (C2 level under CEFR or equivalent)".

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#	Submission date	Publication date	Question subject	Question	Answer
3	16/10/2018 09:58	16/10/2018 11:34	New or existing contract	Could you please tell us if this tender follows an existing contract ? If so, we would be grateful if you could give the reference of the existing contract.	16/10/2018 No, this tender doesn't follow an existing contract
4	18/10/2018 18:31	26/10/2018 16:41	Document translation and B9 profile	We have a question regarding the request on the translation of documents 'from any EU language into another EU language' (Task 3.1). Does that mean that for profile B9, we have to provide CVs for all combinations, i.e. 576 CVs for B9 (from all EU languages into all EU languages? Can you clarify the translation need for all the language combination? Many thanks	26/10/2018 The tender specifications states: B9 - Language abilities: the team must have enough members to ensure translation of scientific/ technical documents in the area of (public) health to all EU languages. The language knowledge must be either at mother tongue or C2 level. Translation may be assured by a certified translator or by an expert in the field of (public) health. Therefore, the translation can be provided by a translation company or by a certified translator or by an expert in the field of (public) health , thus, the offer should include a combination of the three, or just to include a translation company or several certified translators, but there is no need in submitting 575 individual CVs.

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#	Submission date	Publication date	Question subject	Question	Answer
5	18/10/2018 18:30	26/10/2018 16:59	Scope and/or examples of discussion paper/background analysis	What are the parameters for a discussion paper and a scientific background paper? Can you provide criteria such as the number of pages, length of an executive summary, minimum sources of information, minimum coverage of languages and countries, etc? Similar to what was available in the previous FWC for a Small Report/Medium Size Report and Large Report. It is otherwise difficult to estimate the foreseen workload. Alternatively, can you refer to examples of these reports published online (a typical discussion paper of 6 months, etc)? Thank you.	26/10/2018 These papers cannot be compared to scientific reports requested under a different framework contract. The length of the procedure will not necessarily determine the length and depth of the document, as a longer timeframe may be needed for discussions with the Member States' representatives due to the complexity of the issue. These longer discussions may however not necessarily result in a longer paper (in terms of number of pages). A discussion paper should cover the latest state of art in a brief manner and include, importantly, Member States experiences (if available) it should also show different options for the way forward, which will then be further discussed and refined with the expert group. Discussion papers are only prepared in English.

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#	Submission date	Publication date	Question subject	Question	Answer
6	18/10/2018 18:37	26/10/2018 17:00	Task 2.7 Organize and moderate scientific webinars	Task 2.7 Organize and moderate webinar: is it external experts that should they make the PPTs and contribution? If yes, should they be paid? If yes, should we calculate this price into the unit price? Then how can we estimate the number of experts?	26/10/2018 - The experts will prepare the PPTs. The contractor will need to organise the contributions from the experts who will make the presentation (approximately 3 to 6 per webinar) - The experts of the subgroups are not paid. - In general, it would be desirable that at least 1 expert per Member State participates in the webinar, but it is likely that not all of them would make presentations.
7	19/10/2018 12:02	26/10/2018 17:06	Profile B6 - Dissemination Manager	Could you please describe what does it mean for "related to communication" university degree? Can you please describe or list the eligible university degrees for such profile? Thanks	26/10/2018 We do not have a list of eligible university degrees but "related to communication" refers to communication studies, journalist studies , audio-visual studies among others, which might also include social communication, political communication, corporate and marketing communication... Furthermore , the university degree might could absorb a "minor" in communication while the "major" is a different subject.

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#	Submission date	Publication date	Question subject	Question	Answer
8	19/10/2018 14:55	26/10/2018 17:07	Evidence A1	<p>Dear CHAFEA Procurement Team,</p> <p>We would like to clarify something with respect to the following:</p> <p>"Evidence A1: The tenderer must provide references for relevant services/projects, provided and coordinated during the last 5 years with a minimum overall budget for each service or project of EUR 50 000. The list should include at least 10 most relevant projects/services in the field and provide a summary of the tasks performed (maximum 2 pages), starting date, duration, budget and financing source or client (indicating public or private)."</p> <p>Please find our specific question below:</p> <p>1. Our company has delivered EU-wide service contracts which incorporated many meeting events and webinars. Will you accept one project reference which has specific details of (for example) 5 webinars and 5 meetings as satisfying 10 relevant projects/services? The value of the services are several million euros.</p> <p>Thank you and kind regards</p>	<p>26/10/2018</p> <p>In case several different services have been provided within one big project for a total important value, it would be necessary to provide a "summary of the tasks performed" per service, including the necessary level of details per each service (in a maximum of 2 pages , to provide with a clear description of the task carried out , number of participants, total value of the concrete service, if any coverage was provided...), which will facilitate the positive assessment of the criterion. The organization of one meeting, if the contract was for more than 50 000€, could be presented as one example of a project/service provided.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
9	19/10/2018 17:30	26/10/2018 17:10	C2 Level certificate clarification	<p>In the recent corrigendum for the above call for tenders you have specified a qualification criteria for B5 and B6 of "English native speaker or full working proficiency as attested by a language certificate (C2 level under CEFR or equivalent)".</p> <p>Can you please clarify what you mean by "language certificate"? Would someone with a secondary or tertiary education degree in English qualify as having a C2 language level?</p> <p>Many thanks and best wishes</p>	<p>26/10/2018</p> <p>Language certificate refers to a document (diploma) issued by an accredited language school stating that the person named on the document has acquired a certain level of language skills.</p>
10	22/10/2018 12:21	26/10/2018 17:11	WP 2 task 2.1	<p>WP 2 task 2.1: Does this task include topic related work for the tenderer, e.g. perform a literature search and draft a discussion paper, or does the tenderer only collect inputs from the experts of the expert groups and prepares the discussion paper based on the inputs?</p>	<p>26/10/2018</p> <p>The tenderer needs to present in the offer a clear methodology on how to prepare a discussion paper, whether it considers necessary to make a literature review or not, whether physical meeting with the experts would be required to collect and discuss their inputs, how to ensure the consensus in the document, how many draft they consider necessary.... It is up to the tenderer to present a sound methodology which will achieve the draft of a good discussion paper.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
11	22/10/2018 14:24	26/10/2018 17:14	Eligibility of experts	We would like to propose an expert who currently is unavailable because it is working for the European Commission. But this expert will become available in the period of time before the contract will start, after the 7th of November 2018. Are we allowed to propose such an expert?	26/10/2018 The tenderer needs to ensure that the experts will be available during the duration of the contract.
12	22/10/2018 15:59	26/10/2018 17:16	Profiles	During the group meetings to be organised, what B profiles (listed in pages 43 and 44) coming from the contractor are you expecting to be present ? Many thanks for your answer	26/10/2018 Generally, the presence of the meeting manager and /or assistant meeting manager would be required. This will be also depend on the size of the meeting (30 person meeting will require minimum one staff; 60 persons meeting would require the participation of minimum 2 staff persons). In addition the participation of the expert in the concrete (public) health area might be also required.
13	22/10/2018 16:02	26/10/2018 17:32	Profiles	The description of the B3 profile (assistant meeting manager) requires a university degree. As this is an assistant job, would Chafea be open for a non university degree but with a good experience?	26/10/2018 The tender specification clearly states that "a relevant university degree " is required for this profile. No exceptions are allowed.

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#	Submission date	Publication date	Question subject	Question	Answer
14	23/10/2018 19:48	26/10/2018 17:32	Profiles	<p>Profile B4 – Virtual Group Manager is defined as such: A relevant university degree (related to computer science) and least 3 years of experience in managing, organizing and animating virtual working and discussion groups in the area of (public) health at cross-national level.</p> <p>Question: is it compulsory to propose a profile with a university degree in computer science? why does a virtual manager need to have such a degree as he/she will have to animate working groups on virtual platforms?</p> <p>Many thanks for your answer</p>	<p>26/10/2018</p> <p>The tender specification stated that "a relevant university degree (related to computer science)" is required for this profile. It does not mean that the university degree has to be in computer science, but "related to". The university studies should have included some courses in computer science/ITC (this could be e.g. a minor in computing /ICT while the major subject studied is different).</p>

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#	Submission date	Publication date	Question subject	Question	Answer
15	25/10/2018 20:00	26/10/2018 17:36	Inclusion of retired Commission Official in team	<p>Dear Chafea Procurement Team,</p> <p>As part of our offer we are considering including a retired Commission Official as part of our team for delivery of some areas of the services, subject to rigorous conflict of interest evaluation for each individual request-for-service. The costs of this team member would be borne by our company. We would like to clarify with Chafea whether this would be acceptable, assuming that we properly manage any conflicts of interest that may arise.</p> <p>Thank you and kind regards</p>	<p>26/10/2018</p> <p>The tenderer needs to ensure that the experts will be available during the duration of the contract. At that respect, it is for you to ensure that there is no conflict of interest and that the person will be ready to work.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
16	26/10/2018 17:48	26/10/2018 18:05	Implementation of the single FWC	<p>The contractor will not be receiving a specific request to which the contractor will respond with a specific offer, based upon which the specific contract will be established, as customary in the implementation of FWC.</p> <p>Is our understanding correct?</p>	<p>26/10/2018</p> <p>The Contractual Authority will not send any specific request for services, but directly a specific contract with the task description or an order form to the contractor. As stated in the tender Specifications , the task description will detail inter alia the services to be contracted, the duration for the performance of the services, the respective reports and deliverables to be delivered within the specified time frame, the planning and number of meetings between the Contracting Authority and the contractor (if any), the payment schedule and terms of payment, the value and the quantity and the volume of the required services drawn on the basis of the fixed unit prices of the FWC.</p>
17	12/10/2018 18:18	05/11/2018 14:25	Experts and members of certain Expert Groups	<p>1. Can we assume that we cannot propose experts who are members of an expert group?</p> <p>2. And/or if our institute or some members of our consortium cooperated on projects and/or are part of networks associated with those expert groups? Is that conflict of interest?</p> <p>Thank you</p>	<p>05/11/2018</p> <p>1. Your assumption is correct</p> <p>2. The tenderer will need to set up the necessary measures to ensure the independence and the absence of professional conflicting interest. This should be clearly explained and justified in the proposal.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
18	23/10/2018 19:54	05/11/2018 14:29	Profiles	May someone from our team be suggested for more than one profile if that person specialties fits more than just one profile? Many thanks for your answer	05/11/2018 For profiles B10 to B22, if the team member has the expertise necessary to fit more than just one profile, the person can cover different profiles. However, please note that for profiles B1 to B9, it would be more difficult to be able to cover several positions as for instance "meeting manager" and "assistant meeting manager" should be covered by different persons, the same applies for the Project manager, and regarding the rest of the positions, in case several positions are covered by on person, the tenderers should be able to ensure in their offer that this person will be able to carry out in the right way the different tasks.
19	25/10/2018 20:01	05/11/2018 14:30	Whether one individual may fulfill two profiles	Dear Chafea Procurement Team, With respect to the profiles requested, can one person fulfill two profiles, assuming they meet the appropriate experience for both? Thank you and kind regards	05/11/2018 Question18

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#	Submission date	Publication date	Question subject	Question	Answer
20	30/10/2018 15:34	05/11/2018 17:45	Profiles	<p>One week ago, we asked the following question but we didn't receive the answer yet: "May someone from our team be suggested for more than one profile if that person specialties fits more than just one profile?"</p> <p>Many thanks for your answer"</p> <p>Could you give us an answer at the soonest?</p> <p>Thanks a lot</p>	05/11/2018 Question18
21	29/10/2018 12:53	05/11/2018 17:51	Single candidate for roles B4 and B5	<p>Dear Chafea Procurement Team,</p> <p>May we propose one candidate who will undertake both the B4 and B5 roles? They have the relevant skill set for both roles.</p> <p>Kind regards</p>	<p>05/11/2018</p> <p>- As mentioned in previous answers, for profiles B10 to B22, if the team member has the expertise necessary to fit more than just one profile, the person can cover different profiles.</p> <p>- However, please note that for profiles B1 to B9, it would be more difficult to be able to cover several positions as for instance "meeting manager" and "assistant meeting manager" should be covered by different persons, the same applies for the Project manager.Regarding the rest of the positions, in case several positions are covered by one person (as it would be the case of the positions B4 and B5), the tenderers should be able to ensure in their offer that this person will be able to carry out in the right way the different tasks.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
22	19/10/2018 16:08	05/11/2018 17:57	Deadline extension for the submission of proposals	<p>Dear Chafea Health Team,</p> <p>Given the recent change of requirements regarding language expertise of some team members, we would like to know if you are considering extending the deadline for submission of proposals. The requirements of C2 language certificates for criteria B5 and B6, in addition to the requirements for all team members under this framework contract, are difficult to meet in the given timeframe (less than 6 weeks overall). Many thanks and best wishes</p>	<p>05/11/2018</p> <p>The submission deadline has been extended from 07/11/2018 to 15/11/2018. For further details please see corrigendum 2.</p>
23	23/10/2018 12:29	05/11/2018 17:59	Extension of deadline	<p>Dear CHAFEA tendering team, due to the extensive scope of this call for tender and some of the technical unclarities we are still facing, could you consider to postpone the deadline for this call for tender?</p> <p>Best wishes & have a good day.</p>	<p>05/11/2018</p> <p>Question22</p>
24	23/10/2018 20:07	05/11/2018 18:00	Submission deadline	<p>May we kindly ask you to have somemore days to submit the offer as the 1rst November is considered as Holidays and the 2nd is also a day off for most of the workers, making it thus very difficult for us to find the time to assemble all the requested profiles and the documentation linked?</p>	<p>05/11/2018</p> <p>Question22</p>

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#	Submission date	Publication date	Question subject	Question	Answer
25	25/10/2018 12:16	05/11/2018 18:01	Deadline Extension Request	<p>Dear Chafea Procurement Team,</p> <p>May we request an extension of the deadline please, based on the following reasons:</p> <p>1. The number of requested profiles is quite high (22) and assembling an appropriate team for this sort of service requires a good level of diligence.</p> <p>2. Due to the bank holiday falling on November 1st, many key personnel have taken additional holidays, which complicates our submission processes.</p> <p>We would therefore respectfully request that Chafea extend the deadline by two weeks, in recognition of the above.</p> <p>Thank you and kind regards</p>	05/11/2018 Question22

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#	Submission date	Publication date	Question subject	Question	Answer
26	29/10/2018 12:04	05/11/2018 18:04	Replies to our questions?	<p>Dear Chafea team,</p> <p>Can we expect soon the response to the questions we have posted since October 10 about the conflict of interest + the extension of the deadline?</p> <p>1: Dear CHAFEA tendering team, due to the extensive scope of this call for tender and some of the technical unclarities we are still facing, could you consider to postpone the deadline for this call for tender?</p> <p>I also asked about this:</p> <p>1. Can we assume that we cannot propose experts who are members of an expert group? 2. And/or if our institute or some members of our consortium cooperated on projects and/or are part of networks associated with those expert groups? Is that conflict of interest?</p> <p>It is pressing as we have the holidays coming up and we would like to know when to expect your answer.</p> <p>Many thanks</p>	<p>05/11/2018 Question17Question22</p>

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#	Submission date	Publication date	Question subject	Question	Answer
27	30/10/2018 17:14	08/11/2018 11:38	Annex V Financial offer	<p>There is a problem with WP 2 Column E "Unit prices": these prices will be influenced by the geographical scope, the number of people involved, the chosen methodology and the thematic. Tasks 2.4 and 2.6 are the most difficult ones to estimate as, for instance, a stakeholder analysis on addiction policy may include the assessment of several types of targets such as health experts and/or law and enforcement experts and/or drug associations and/or social workers and/or political parties, etc... What is the frame and how do you wish the bidders to calculate such prices?</p> <p>Many thanks for your answer</p>	<p>08/11/2018</p> <p>- Task 2.4. "Stakeholder analysis" . Under column E "Unit prices" the tenderers are expected to set up a "Fixed price for a stakeholder analysis on one health topic"- Depending on the health topic, it might be a lighter or a more in depth analysis (duration of 1, 3 or 6 months depending on the topic) and therefore the price will depend on the duration of the task (1,3 or 6 months duration)</p> <p>- Task 2.6 is related to the Online survey: Under this task the contractor is requested to launch a public online survey (e.g. using the EU survey software). The questions will be provided by the EC (up to 15). The contractor will convert these into an online survey, publicize the survey widely (e.g. via the Health Policy Platform) and analyse the results. The survey should remain open for 4 weeks (6 weeks if over summer time). The deliverable will be an activity report including the questionnaire, results (raw data) and analysis of the results (Ca. 5-10 page report plus the raw data and explanatory tables in the annex). Therefore the tenderers are expected to set up a unit price for launching a public online survey up to 15 questions (publicizing it and keeping it open for 4 weeks (or 6 weeks during the summer period),</p>

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					weeks during the summer period), using the questions provided by the EC, collecting the information and analyse it.

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#	Submission date	Publication date	Question subject	Question	Answer
28	06/11/2018 17:33	08/11/2018 14:48	Reimbursement of costs	<p>Dear Chafea Procurement Team,</p> <p>With respect to the booking of flights and accommodation, if an attendee has confirmed attendance but then fails to attend, are we still reimbursed for the costs of all transport and accommodation costs incurred on their behalf?</p> <p>Thank you and kind regards</p>	<p>08/11/2018</p> <ul style="list-style-type: none"> - It would be desirable that the tenderers will explain in their bids the contingency measures set up to face cancelation cases. So that, in case a cancelation is produced, the tenderers should be able to recover the money invested in train/flight tickets and in accommodation. - It is noted that despite the fact that the necessary measures are dully setting up, cases/situations might arise where it is not possible to recover the invested money, due for example to a very last minute cancelation (e.g. 2 hours before the departure of the flight). Therefore it is essential that the tenderers will clearly explain in their bids the contingency measures, as well as the circumstances which might arise where the contingency measures will not be efficient. - In case those circumstances might arise, the future contractor will be expected to present to the Contracting authority a clear evidence that the cancelation was produced within such conditions and that therefore it was not possible to recover the money invested, so that the Contracting Authority will be able to accept the expenses.

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#	Submission date	Publication date	Question subject	Question	Answer
29	29/10/2018 21:25	08/11/2018 14:55	Profile B4 - Virtual Group Manager	<p>Dear Chafea Procurement Team,</p> <p>Regarding Profile B4 - Virtual Group Manager - may we respectfully request that you delete the phrase '(related to computer science)' from the profile description for the following reasons:</p> <p>1. A computer science degree is unnecessary for this role. Virtual meetings do not require a degree in computer science as the most widely used technologies in this area are all commercial off-the-shelf (COTS) solutions, and generally quite easy to use. Solutions such as skype, webex etc. are quite common office solutions and require very little tuition to operate, and certainly not a degree in computer science.</p> <p>2. There is a significant mismatch between the skillset requested, and the responsibilities to be delivered. If the desired individual is to be responsible for managing, organising and (crucially) animating cross-national discussion groups, then their profile would best found among those with a background in healthcare, policy or academia. There are many relevant degrees for this, but Computer Science is not the foremost list of such degrees. Rather Health, Policy, International</p>	08/11/2018 Question14

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#	Submission date	Publication date	Question subject	Question	Answer
				<p>Health, Policy, International Relations and Communications degrees are more relevant due to the subject domain and requirement for animation and would ultimately serve the Commission's needs better.</p> <p>We would propose instead that the description be edited to read 'A relevant university degree and at least 3 years of experience...etc., and with no reference to Computer Science. This update would not disqualify any properly experienced candidates, yet would more likely deliver the quality the Commission seeks in this role.</p> <p>Thank you and kind regards</p>	

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#	Submission date	Publication date	Question subject	Question	Answer
30	07/11/2018 17:57	08/11/2018 14:58	WP 2 Column E "Unit prices"	<p>We haven't received your answer to our question asked on 30 October and it has now become urgent:</p> <p>"There is a problem with WP 2 Column E "Unit prices": these prices will be influenced by the geographical scope, the number of people involved, the chosen methodology and the thematic. Tasks 2.4 and 2.6 are the most difficult ones to estimate as, for instance, a stakeholder analysis on addiction policy may include the assessment of several types of targets such as health experts and/or law and enforcement experts and/or drug associations and/or social workers and/or political parties, etc... What is the frame and how do you wish the bidders to calculate such prices?</p> <p>Many thanks for your answer"</p>	08/11/2018 Question27

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#	Submission date	Publication date	Question subject	Question	Answer
31	06/11/2018 17:35	08/11/2018 15:01	Acceptable options for accommodation, catering and travel	<p>Dear Chafea Procurement Team,</p> <p>Is there a minimum star rating which should apply to hotel accommodation?</p> <p>Are economy class tickets acceptable for flights/trains?</p> <p>Is breakfast mandatory for the hotel accommodation?</p> <p>Are we free to propose public transport (i.e. in lieu of taxis, where the public service transport is frequent and efficient)</p> <p>Thank you and kind regards</p>	<p>08/11/2018</p> <p>-Hotel: The hotels should be at least 3 stars hotels, in the city where the meeting will take place, and ensuring that there is a good public transportation connection with the venue.</p> <p>-Breakfast should be offered in the hotel.</p> <p>-Economy class tickets for flights are acceptable. However, for trains it would be desirable to upgrade to first class.</p> <p>-Transportation from the airport to hotel/venue per invitee: the tenderers are expected to facilitate transportation as stated under task 1.2.7 "Organizing and paying the transportation from the airport to the hotel/venue per invitee"</p>

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#	Submission date	Publication date	Question subject	Question	Answer
32	07/11/2018 11:16	08/11/2018 15:03	Annex V Financial offer form (part II)	In Annex V Financial Offer Form (Part II) you usefully provide typical examples of possible tasks for evaluation purposes. In addition to this, would you also be able to provide an indicative estimate of the annual number of units to be requested across the various tasks and sub-tasks. Alternatively, do you have an indicative estimate of the number of meetings that will take place in a year and how these may be distributed across the three size categories (10-15, 15-30, 30-60 participants)? Similarly, are you in a position to tell us whether the process for preparing the discussion papers, scientific background analysis and organising the peer reviews is more likely to fall within one or more of the time periods specified? Look forward to your reply.	08/11/2018 - Annex V part II is only for evaluation purpose and cannot be seen as an estimation/forecast. - We do not have an estimation of the annual number of meetings or discussion paper to be requested per year. Likewise, we can also no give any estimation regarding the time period. - We can inform you that one new sub-group of the Steering Group on Promotion and Prevention was recently established, which might fall within the remit of this framework contract in 2019: https://ec.europa.eu/health/sites/health/files/non_communicable_diseases/docs/ev_20181022_flash_en.pdf It is not possible to make an estimation about other sub-groups at this point in time.

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#	Submission date	Publication date	Question subject	Question	Answer
33	29/10/2018 15:59	12/11/2018 14:21	subcontractors - VAT	Dear Sir or Madam, Could you please clarify whether services provided by subcontractors of the tenderer are exonerated of VAT or if this exemption of VAT is only valid between the EC and its direct contractor, i.e. the tenderer, and not the subcontractor(s) of the tenderer.	12/11/2018 Subcontractors – by definition- do not have a contract with Chafea. Therefore, VAT exemption only concerns the tenderer, not the subcontractors.

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#	Submission date	Publication date	Question subject	Question	Answer
34	25/10/2018 20:03	14/11/2018 08:52	Requirements for subcontractors	<p>Dear Chafea Procurement Team,</p> <p>When generating forms for the Tender Submission form, we note the following:</p> <p>For subcontractors who are natural persons, the tender submission form generates the following: A detailed form which requests whether the subcontractor share is above 0% of the total value of the contract. Annex Ic - a letter of intent (identified as Annex Ib in the tender specifications) Annex IV - a declaration of honour with mandatory fields for VAT registration and Statutory Registration Annex VII - Economic and Financial Capacity Form</p> <p>We would like to point out that these documents are extremely onerous for a single natural person to complete. It is also the case that, for some freelancers, they are not required to have VAT registration in their countries (it may be optional or it may only apply after a revenue threshold). Finally, we would like to point out that we normally only see these requirements for subcontractors when they are being</p>	<p>14/11/2018 Section 1.8 of the tender specifications states that: " Tenderers are required to identify subcontractors whose capacity is necessary to fulfil the selection criteria (hereinafter referred to as "identified subcontractors")." Therefore, the tender submission form should request to indicate those subcontractors whose capacity is necessary to fulfil the selection criteria.</p> <p>As to the declaration on honour, all identified subcontractors have to provide it. The economic and financial capacity form would only have to be completed by those subcontractors, if any, whose capacity is necessary to fulfil this particular selection criterion.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
				<p>subcontractors when they are being entrusted with 10-15% of total contract volume, and not for work which may be as low as 0.05% of contract value or even less.</p> <p>Based on this, may we ask Chafea to:</p> <ol style="list-style-type: none">1. Clarify that the reference to Annex Ib in the tender specifications is an error and that Ic is the correct designation2. Waive documentation for subcontractors whose individual budget share will fall below 10% of contract value3. Waive in any cases Annexes IV and VII for natural person subcontractors <p>Thank you and kind regards</p>	

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