

## Call for tenders' details

Title: XBRL and DPM Developments

Start date: 03/04/2019

Time limit for receipt of tenders: 15/05/2019

Contracting authority: European Insurance and Occupational Pensions Authority (EIOPA)

Status: Closed

## Call for tenders question list

| # | Submission date     | Publication date    | Question subject                        | Question  | Answer   |
|---|---------------------|---------------------|---|---|--|
| 1 | 08/04/2019<br>15:53 | 10/04/2019<br>18:35 | Clarification of project team structure | In the technical evaluation questionnaire (EN-1-08), section III (Questions), question 1 calls for the following team members: "1 XBRL Taxonomy Development Expert, 1 XBRL Taxonomy Development Expert". Does this mean 2 XBRL Taxonomy Development Experts? If not, could EIOPA please clarify the difference between the two roles? | <b>10/04/2019</b><br>Correct, this means 2 XBRL Taxonomy Development Experts.  |
| 2 | 10/04/2019<br>17:14 | 12/04/2019<br>09:54 | Contract replacement                    | Does this contract replace the one called Germany-Frankfurt-on-Main: Service provision for XBRL-related developments (2014/S 158-283581)?   | <b>12/04/2019</b><br>The multiple framework contract signed following the publication of Contract Notice 2014/S 158-283581 had a maximum duration of 4 years. The current procurement procedure envisages the provision of similar services with expanded scope. |

## Call for tenders questions summary

| # | Submission date     | Publication date    | Question subject | Question  | Answer   |
|---|---------------------|---------------------|------------------|---|--|
| 3 | 17/04/2019<br>19:19 | 24/04/2019<br>15:30 | Award date       | Could EIOPA give an indication of the anticipated contract award date?  | <b>24/04/2019</b><br>As the contract award is subject to several factors, including unpredictable circumstances which are beyond the Contracting Authority's control, we can provide only a rough estimation of the award decision date. Our projected timeline foresees the contract signature in mid-August 2019. Kindly, note that it is ultimately up to the Authorising Officer to take a final decision in this regard and under no circumstances can the approximate timeframe be considered binding. |
| 4 | 18/04/2019<br>15:27 | 24/04/2019<br>15:33 | Profiles         | As regards the profiles required as per Terms of Reference: Can one of the two proposed Project Managers (profile: Project Manager) be proposed to fulfil the role of the Contract Manager? OR: is it required to indicate two Project Managers and a different individual for the Contract Manager role? | <b>24/04/2019</b><br>The role of the Contract Manager can be fulfilled by one of the two proposed Project Managers if the designated person meets the requirements for the Contract Manager profile defined in the Terms of Reference. Hence, it is not necessary to identify a Contract Manager in addition to the two Project Managers.  |

**Call for tenders questions summary**

| # | Submission date     | Publication date    | Question subject                        | Question  | Answer  |
|---|---------------------|---------------------|---|---|---|
| 5 | 18/04/2019<br>15:31 | 24/04/2019<br>15:34 | Contractor's documents                  | Is there a maximum page limit and/or a prescribed document format for Contractor's documents supporting answers to Questions in section II Checklist of minimum requirements in Annex 1-08 Technical Evaluation Questionnaire?  | <b>24/04/2019</b><br>There is no maximum page limit and/or a prescribed document format for Contractor's documents supporting answers (specifications, descriptions or evidence) to Questions in section II Checklist of minimum requirements in Annex 1-08 Technical Evaluation Questionnaire.   |
| 6 | 18/04/2019<br>15:34 | 24/04/2019<br>15:37 | Profiles: Contract Manager requirements | AS per Tender Specifications III.4.3.1 Criterion 1 - capacity to provide a contract manager, specifically: University or college degree in computer science, computer engineering, business administration or related studies: are fields like accounting, linguistics, translation studies relevant when the proposed person has the required contract/account management experience? And: apart from master's and bachelor's degree: is a post-graduate level education understood as university or college degree in listed and related studies? | <b>24/04/2019</b><br>With regards to "Tender Specifications III.4.3.1 Criterion 1" fields like accounting, linguistics, translation studies are NOT relevant when the proposed person has the required contract/account management experience. And: "a post-graduate level education is understood as university or college degree in listed and related studies" if the qualification corresponds to Level 6 or higher of the European Qualifications Framework (EQF). |

**Call for tenders questions summary**

| # | Submission date     | Publication date    | Question subject                                 | Question  | Answer  |
|---|---------------------|---------------------|--|---|---|
| 7 | 29/04/2019<br>15:47 | 30/04/2019<br>16:05 | Submission of tenders: organisation registration | <p>Could you kindly advise on electronic tender submission requirement.</p> <p>Namely: To prepare and submit a tender in e-Submission tenderers (all members of a joint tender) must be registered in the Commission online register of organisations participating in the EU grants or procurement procedures. After registration each organisation obtains a Participant Identification Code (PIC). If the company was registered in the past and has a PIC number but access to this account is no longer available (status: DECLARED), can we register the same organisation again using the same company name but updated data (e.g. main office), get a new PIC number, validate the status and submit the tender? OR: does the existing account need to be deactivated or deleted to register again? If it has to be deleted first, please instruct.</p> | <p><b>30/04/2019</b></p> <p>If access to the existing account is no longer possible for declared PICs, there are 2 different steps that need to be followed: a) If there is a NAC flag (National Agency verification), an ECHE code or a call linked to the PIC, we follow a certain procedure in cooperation with the Validation Services in order to grant access to the existing PIC for a new email account which will appear as the new Self-Registrant (contact person). b) If none of the above exists, then the user is advised to create a new PIC, and then inform the Validation Services via the portal about the creation of a duplicate. In this case, the old PIC appears as a deprecated PIC (not deleted).</p> |

## Call for tenders questions summary

| #  | Submission date     | Publication date    | Question subject                          | Question  | Answer   |
|----|---------------------|---------------------|---|---|--|
| 8  | 29/04/2019<br>15:48 | 30/04/2019<br>16:07 | Submission of tenders                     | As per Invitation to tender 1. Submission of tenders: Will a tender submitted by organisation that was registered, got a PIC and has a DECLARED status (not: VALIDATED) in the online register be able to file the electronic tender? Is it possible for every person from the company who has an EU login and account to submit tender (with documents required to be signed by authorised representative signed and scanned)? | <b>30/04/2019</b><br>Indeed, any person who knows the PIC number of a company and has an EU login can submit a tender for this organization. In this case, LEAR (owner of the PIC) will receive a notification that PIC has been used for a tender submission.               |
| 9  | 29/04/2019<br>16:38 | 30/04/2019<br>16:08 | Contract / account manager                | According to section III.4.3.1 of the Tender Specifications, the tender response requires a CV for a "Contract Manager". The Selection Criteria Questionnaire (EN-1-07) has an item for a CV for an "Account Manager". Are these roles equivalent? If not, what are the differences?  | <b>30/04/2019</b><br>Unfortunately, there is a clerical mistake in the Selection Criteria Questionnaire (EN-1-07) as the correct term for the role is "Contract Manager".  |
| 10 | 30/04/2019<br>13:31 | 30/04/2019<br>16:10 | General Information: Contract Total Value | The estimated total value of the services for the entire duration of the framework contract is 4,160,300 EUR. Duration for 48 months or 12 months?  | <b>30/04/2019</b><br>As per II.1.4 and II.1.5 of the Tender Specifications, the estimated total value of the services for the entire duration of the framework contract – including automatic renewals - is 4,160,300 EUR up to a maximum period of 48 (forty-eight) months. |

## Call for tenders questions summary

| #  | Submission date     | Publication date    | Question subject  | Question   | Answer  |
|----|---------------------|---------------------|---|--|---|
| 11 | 02/05/2019<br>12:27 | 07/05/2019<br>15:09 | Final date of e-Submission and final date for hand-signed originals to be sent by | Can you confirm what is the deadline for having sent the hand signed originals by? The Invitation for Tender states hand-signed originals must be sent by letter at the latest on the first working day following electronic submission. So with the e-Submission deadline set for the 15/05 is the hand-signed posting deadline the 16/05?  | <b>07/05/2019</b><br>Correct. Having in mind that the deadline for submission of tenders is 15 May 2019, the hand-signed originals must be sent by 16 May2019 latest. |
| 12 | 30/04/2019<br>11:40 | 07/05/2019<br>15:10 | Technical Evaluation Questionnaire  | In Technical Evaluation Questionnaire Annex EN-1-08, when the answer to a technical question includes a table (other than table of contents) will such table be excluded from the maximum page limit similarly to: Diagrams, screenshots and sample reports will not be counted if requested explicitly in the question. Title pages and pages containing tables of contents will also not be counted. | <b>07/05/2019</b><br>Correct, by analogy the tables will be excluded from the maximum page limit if requested explicitly in the question.                             |

## Call for tenders questions summary

| #  | Submission date     | Publication date    | Question subject   | Question  | Answer  |
|----|---------------------|---------------------|--|---|---|
| 13 | 30/04/2019<br>17:03 | 07/05/2019<br>15:11 | EN-1-07+-<br>+Selection+Criteria+Questionnaire.docx Page 7, last phrase:<br>"Applicants are reminded that EIOPA is unable to accept electronic signatures and will not accept photocopies of the completed declaration"; | Can you please confirm that the documents must be signed physically and not electronically? in case of physical submission, where should we send the original signed docs?  | <b>07/05/2019</b><br>Correct. As stated in the Invitation to tender, the following documents must be sent in original: • Declaration(s) on honour (template available in the tender specifications). • The tender report (a document generated by e-Submission and listing all the documents included in the tender, to be signed by the tenderer or the group leader in case of a joint tender). The documents have to be sent to the following address: European Insurance and Occupational Pensions Authority Westhafen Tower, Westhafenplatz 1 60327 Frankfurt-am-Main Germany Contact person: Finance and Procurement Unit |
| 14 | 09/05/2019<br>16:33 | 10/05/2019<br>14:40 | EN-1-10+-<br>+Financial+Offer+Template   | Please confirm that in tab Financial Offer the price rates to complete are daily rates, that mean the cost of the profile for 8 hours.                                      | <b>10/05/2019</b><br>Correct  |
| 15 | 09/05/2019<br>16:33 | 10/05/2019<br>14:46 | EN-1-10+-<br>+Financial+Offer+Template   | In tab Scenario, Total amount for four years (to be used for the financial evaluation): this amount can be higher than the Budget for the 4 years of 4,160,300 eur? thanks. | <b>10/05/2019</b><br>Correct. Please also consult the answer to Question10  |