

## Call for tenders' details

Title: Copernicus European Ground Motion Service – Supporting Services

Start date: 08/02/2019

Time limit for receipt of tenders: 22/03/2019

Contracting authority: European Environment Agency (EEA)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	10/02/2019 13:30	11/02/2019 12:03	Implementation timetable	Section 1.4 states: first, the Preparatory Phase is expected to last until end of Q1 2020; secondly, the Production Phase is expected to commence Q2 2020. Section 1.7 states: first, the Preparatory Phase is expected to last until end of Q3 2019; secondly, the Production Phase is expected to commence Q4 2019. Which is the correct timetable?	<b>11/02/2019</b> The information in section 1.4 is in accordance with the EEA's planning.

## Call for tenders questions summary

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2	10/02/2019 13:28	11/02/2019 12:23	Tender specification purpose	The tender specification purpose stated in Annex 1 appears to be identical to that of the related open call for tenders EEA/DIS/R0/19/003, and does not match the rest of the text of this call. What is the correct text?	<b>11/02/2019</b> The text on the front pages of both related calls for tender (EEA/DIS/R0/19/003 and 004) is a standard text which is meant to describe the purpose of the document called "Annex I - tender specifications", namely that it will specify what the EEA is purchasing, how a successful contractor will be determined, give practical information on how to submit an offer, and that Annex I will form part of the future contract.
3	16/02/2019 20:35	19/02/2019 12:07	Declarations of honour	If all the declarations of honour are signed by a digital signature, is it necessary to send them by letter?	<b>19/02/2019</b> No.

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5	16/02/2019 20:32	19/02/2019 12:16	e-Submission / Tender data / Technical tender	In the "Tender data" of the e-Submission there is a "Technical tender" section. What are we supposed to upload there? Note that in the Checklist (Annex 8) is indicated that each partner of the consortium has to upload a Technical Offer: what is this exactly? Can you please confirm that there is a Technical Offer for each partner and not a single offer for the entire consortium?	<b>19/02/2019</b> 'Technical tender' tab. Contrary to what you write, annex 8 does not require each member of a consortium to upload a technical offer. Only one technical offer must be produced and uploaded if submitted by a consortium. <b>21/02/2019</b> As described in annex 8 to the tender specifications, the technical offer must be uploaded to the 'Technical Data' section - 'Technical tender' tab. Contrary to what you write, annex 8 does not require each member of a consortium to upload a technical offer. Only one technical offer must be produced and uploaded if submitted by a consortium.
6	16/02/2019 20:31	19/02/2019 12:42	e-Submission / Tender data / Financial tender	In the "Tender data" of the e-Submission there is a "Financial tender" section. Are we supposed to upload there the Annex 4? Are we supposed to upload just one Annex 4 (for the entire consortium) or one Annex 4 for each partner of the consortium?	<b>19/02/2019</b> We confirm that a completed price quotation form attached as annex 4 to the tender specifications must be uploaded under the 'Financial tender' tab. Only one price quotation form is to be uploaded per consortium.

**Call for tenders questions summary**

#	Submission date	Publication date	Question subject	Question	Answer
7	16/02/2019 20:29	19/02/2019 12:46	Attachments of the e-Submission	One of the attachments to be submitted by each member of the consortium is titled "Exclusion criteria": what are we supposed to attach there?	<b>19/02/2019</b> As described in section 2.2.1.2 of the tender specifications, when submitting their bids, each tenderer (including any sub-contractor or any member of a consortium) must provide a declaration on their honour in accordance with the form attached as annex 2, duly signed and dated, stating that they are not in any of the situations mentioned under section 2.2.1.1. This document is the attachment to which your question refers.
8	16/02/2019 20:27	19/02/2019 12:51	Contract of the Supporting Expert	The Supporting Expert will have a 24-month contract. Is he/she going to be contracted by EEA or by the contractor (i.e. the leader of a consortium)?	<b>19/02/2019</b> The successful tenderer will enter into a contract with the EEA. That contract will comprise of two main sets of activities with the supply of a Supporting Expert being one of them. It is therefore not correct that the Supporting Expert will have a 24 month long contract. The EEA is procuring a service, that the future contractor must provide.

## Call for tenders questions summary

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9	16/02/2019 20:25	19/02/2019 14:16	Doubt concerning the Tender Specifications, section 1.3.1	Section 1.3.1 says: "450 person days in total would be required to cover the Advisory Board's activities per year". In order to compute the total amount of the Advisory Board are we expected to multiply 450 by two (years) and by the "total average of the price" defined in Section 2.2.3.2?	<b>19/02/2019</b> The 450 person days are for the entire duration of the 24 month long contract and not per year.
10	20/02/2019 15:00	20/02/2019 15:26	About the Supporting Expert	Section 1.3.2 of the Tender Specifications says: "To ensure continuity and efficiency any Supporting Expert shall be able to work at the EEA for a period of minimum six consecutive months." Is the contractor supposed to provide the service for just six months, or for a longer period, e.g. 12 months? This is key to estimate the cost of the service. And when this service will be provided during the 24-months of the contract? E.g. during the first six months of the contract, etc. This is important to plan the service.	<b>20/02/2019</b> The future contractor must provide the service of a Supporting Expert from no later than 2 months after the entry into force of the contract and until its expiry, so in total between 22 and 24 months. Each individual candidate proposed must be able to work at the EEA for a minimum consecutive period of 6 months.
11	16/02/2019 20:33	21/02/2019 10:29	e-Submission / Short notes	The tenderers shall prepare two Short Notes (N1 and N2). Where have these Notes to be uploaded in the e-Submission?	<b>21/02/2019</b> These two notes, N1 and N2, must be uploaded to the 'Technical Data' section - 'Technical tender' tab.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
12	27/02/2019 17:28	28/02/2019 16:10	Potential for conflict of interest	Would it be considered a conflict of interest if a National Representative sitting on the Copernicus Committee also sat on the Advisory Board? If so, would it still be a conflict of interest if his/her services were provided without cost to the board?	<b>28/02/2019</b> The Copernicus Committee or User Forum delegates represent the views and interests of their country. The members of the EGMS Advisory Board represent their home institution and provide impartial technical and scientific advice to the EEA. Therefore, provided the national delegate's home institution is not directly involved in production or independent validation of EGMS products, the delegate is free to serve as member of the EGMS Advisory Board.
13	27/02/2019 17:29	28/02/2019 16:12	Potential conflict of interest	Would it be considered a conflict of interest if a National Representative sitting on the Copernicus User Forum also sat on the Advisory Board? If so, would it still be a conflict of interest if his/her services were provided without cost to the board?	<b>28/02/2019</b> The Copernicus Committee or User Forum delegates represent the views and interests of their country. The members of the EGMS Advisory Board represent their home institution and provide impartial technical and scientific advice to the EEA. Therefore, provided the national delegate's home institution is not directly involved in production or independent validation of EGMS products, the delegate is free to serve as member of the EGMS Advisory Board.

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14	02/03/2019 16:05	04/03/2019 11:06	Potential conflict	Would it be considered a conflict or disadvantage for industry contender if a public authority participates as member in a bidder consortium; if yes would it be still seen as a disadvantage for industry contender if the public authority participates without costs to the board?	<b>04/03/2019</b> The tenderer is free to compose the bidding consortium and include private and public partners as appropriate.
15	07/03/2019 15:18	08/03/2019 09:42	Extend Submission Deadline to March 27th, 2019	Is it possible to extend the submission deadline to March 27th, 2019. Due to unforeseen delays for the preparation of the legal forms.	<b>08/03/2019</b> We have decided to extend the deadline for submission until 22 March 2019 at 14:00 local time. Please note that Annex I - Tender specifications has been updated to include a new timetable in section 3.3. Please also note that the deadline for submission on the eTendering platform will only reflect the new deadline once the corrigendum to the contract notice has been published.

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