

Call for tenders' details

Title: Statistical Services in the Field of Enlargement, Neighbourhood and Development Cooperation

Start date: 10/06/2019

Time limit for receipt of tenders: 15/07/2019

Contracting authority: European Commission, DG EUROSTAT

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	13/06/2019 10:02	14/06/2019 09:54	Documents for individual subcontractors	Dear Madam, dear Sir On page 69 of the Tender Specifications it is explicitly mentioned that "in particular, any work performed by an expert who is not an employee of the tenderer will be considered as subcontracted". Nevertheless, the ANNEX 3.1: COMMITMENT LETTER BY A SUBCONTRACTOR is only referring to companies and not to individuals. Which document(s) apart from the Declaration on Honour need to be provided by the individual subcontractors? Thank you for clarifying this issue.	14/06/2019 Thank you for contacting us. Declaration 3.1. is a template and can be filled in both by an individual (natural person) and by a company who will be subcontractor. At the stage of the electronic submission of the tender, it will be enough to submit a declaration of honour for each subcontractor (individual and/or company).

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2	13/06/2019 11:05	19/06/2019 15:03	Eventual conflict of interest	<p>Dear Sirs, the organisation of events included in LOT 1 may include those targeting the top management of statistical offices of the ENP-South countries (Forum of Directors), in which the future of the Euro-Mediterranean cooperation in statistics may be discussed. In the past, consultants organising such events were not authorised to attend the meetings, due to the eventual conflict of interest that would arise for privileged access to information. Could you please confirm if would the implementing contractor of Lot 1 be excluded of future projects of Euro-Mediterranean statistical cooperation, in the case that the meetings discuss about the future cooperation? Thank you in advance.</p>	<p>19/06/2019</p> <p>The Financial Regulation (point 20.6 of Annex 1) states: A contracting authority may conclude that an economic operator does not possess the required professional capacity to perform the contract to an appropriate quality standard where the contracting authority has established that the economic operator has conflicting interests which may negatively affect its performance. Cooperation in the field of statistics between Eurostat and the ENP-South countries is steered by the Forum of Euro-Mediterranean Statisticians. The Forum is a high-level decision-making body whose role is to give strategic guidance for statistical cooperation between Eurostat and the National Statistical Systems of the ENP-South countries. The contract will cover the organisation of two meetings of the Forum of Euro-Mediterranean Statisticians. In this regard, the future contractor will have to, inter alia, provide assistance at the event, including taking notes at the meeting and preparing documents for the meeting. Considering the above, it is highly probable that it will discuss plans for the future, including future contracts. If that is the case, the contractor will have access to confidential information that could use</p>

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					confidential information that could use in future procurement procedure launched in the framework of future Euro-Mediterranean statistical cooperation. Therefore, the contractor could be in a professional conflict of interest preventing it to participate in future procurement procedures. In the present situation, the tenderer should propose real and effective self-restrain measures to be taken in order to avoid this situation, e.g. not to participate to part of meetings where future plans are discussed. However, the existence of professional conflict of interest will be evaluated at the selection stage of future procurement procedures. Eurostat's approval of measures proposed in the framework of the present procedure does not entail any obligations to accept tenders in future procurement procedures.

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#	Submission date	Publication date	Question subject	Question	Answer
3	19/06/2019 10:47	21/06/2019 10:41	Scope of the contract	<p>Dear Sir, Dear Madam, We would like to clarify the exact scope. Under point 2.3 tasks and expected results (page 21) it reads 'Data from enlargement countries collected and published by Eurostat's thematic units are not part of the contract'. However, enlargement countries are mentioned in D1 for new data received. We understood correctly, if these data hasn't been collected previously, it is in the scope of the contract (new datasets). Under task 2, enlargement countries are mentioned as well (page 23) 'The aim of this task is to collect and validate data and metadata from the enlargement countries, the ENP-East countries and the ENP-South countries, and to prepare the files to be sent to Eurobase for on-line dissemination' etc. Could you please clarify what is not part of this contract? Thank you for your answer.</p>	<p>21/06/2019</p> <p>Eurostat Unit B3 carries out an annual data collection among enlargement and ENP countries. As indicated on page 21 approximately 800 indicators are collected from each of the enlargement and ENP-EAST countries and 1000 indicators from the ENP-South countries. This data collection is independent from the data collection implemented by the technical units. The contract only covers B3 annual data collection and not the data collected by Eurostat technical units. Questionnaires used for the data collection are updated annually by introducing new indicators, deleting some of them or modifying the definitions. For the data collection of the first year contract is expected that the questionnaires have more changes than in the remaining two years. 'New data sets' in the call for tender means the questionnaires completed by the countries and sent back to Eurostat Unit B3.</p>

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4	19/06/2019 12:12	21/06/2019 12:17	Preparation of factsheets	Dear Madam, dear Sir, Under task 3 for Lot2 – Preparation of factsheets. It is specified in the tender that the main data sources to be used are the data (collected in task 1b), Eurobase and Comext database. Does Eurostat refer to Easy Comext and Comext Analytical. Please confirm that there is no need for onsite interventions at Eurostat premises. Thank you for your answer.	21/06/2019 Onsite interventions at Eurostat premises are not expected for task 3. 'Preparation of factsheets'.

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5	20/06/2019 10:21	21/06/2019 13:56	profile and experience required for the assistant position	<p>Dear Madam, dear Sir, The profiles are specified on page 22: 'The total volume of the work for the entire contract period is estimated to cover around 350 days of senior expert, 670 days of assistant and 125 days of IT programmer'. Under criterion 1 regarding the educational and professional qualification you are referring to the experience of the team leader with at least 5 years of experience. At least another team member should have a minimum of two years experience in the same field:</p> <p>are you referring to the assistant position as described above. Could you please inform us about the profile and the experience required for the assistant. Thank you for your answer.</p>	<p>21/06/2019</p> <p>Concerning your question "At least another team member should have a minimum of two years' experience in the same field: are you referring to the assistant position as described above?" Answer: Not necessarily. The minimum of two years' experience in data collection and validation could also be held by a second senior expert member of the proposed team. On the question about the profile and the experience required for the assistant: The Call for tender does not explicitly describe the profile and the experience required for the assistant.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
6	19/06/2019 11:51	21/06/2019 14:02	Meetings and conferences	Dear Madam, dear Sir, Page 28: 'kick-off meeting will be organised in Luxembourg soon after the signature of each contract'. Do we understand correctly that for each task of lot 2 there will be not only a separate kick-off meeting, but also separate contract? Thank you for your answer.	21/06/2019 No, there will be only one contract for all the activities of lot 2 in the first contract year. There will be one kick-off meeting where all tasks of the first year related to lot 2 will be discussed and agreed. If the contract is renewed for a second year, there will be a kick-off meeting at the beginning of the second contract year to discuss all tasks related to lot 2, i.e. tasks which are planned to be implemented during the second contract year. Similarly, if the contract is renewed for the third year, there will be one contract for the third year and one kick-off meeting at the start of the third contract year.

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#	Submission date	Publication date	Question subject	Question	Answer
7	20/06/2019 10:33	24/06/2019 11:22	LOT 2 "Documentary evidence" of declaration of satisfactory completion of previous projects resulting to publications.	<p>Dear Madame, Dear Sir, In the Tender Specifications and under section "4.5.1 Exclusion and selection of tenderers" and "B- Selection criteria" for LOT 2 in the first table named as "Criterion" and under "Documentary evidence" you mention that: "List of publications and contracts in which these publications were produced. The tenderer should provide a declaration of satisfactory completion of the work from the contracting authorities that ordered the publications." My questions are referring to the part of "a declaration of satisfactory completion of the work from the contracting authorities that ordered the publications": - Could you please elaborate on what is a sufficient declaration of satisfactory completion that is required by the tender? - For example, is an official letter provided by the contracting authorities that ordered the publications, or a copy of a document indicating final conclusion (or payment) of the specific projects sufficient enough for this purpose? - Or else in the case of a publication that is officially published and</p>	<p>24/06/2019 As indicated in the Tender Specifications, the tenderer should provide an official letter signed by the contracting authority declaring that the work has been satisfactory completed. The two examples proposed in the question, i.e. an official letter provided by the contracting authority that ordered the publications or a copy of a document indicating final conclusion (or payment) of the specific projects are not sufficient enough for this purpose</p>

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				that is officially published and available on-line on the web-site of an EU-based institution is the provision of the link sufficient enough for this type of declaration? Thank you a lot for your effort to reply to my questions.	
8	24/06/2019 15:08	25/06/2019 11:25	Supplementary question on LOT 2 "Documentary evidence" of declaration of satisfactory completion of previous projects resulting to publications.	Dear Madam, dear Sir, thank you for your prompt reply to my question of 20/06/2019 (question #7) about the "declaration of satisfactory completion of the work from the contracting authorities". Further to this we would like to also ask about the following: in the case of a project that is not yet officially terminated, but the main outcome of the project is a publication which is finalized and officially published and the contracting authority can provide an official signed letter declaring that the work for the purposes of the ordered publications(s) has been satisfactory completed, is it sufficient enough for the purposes of the tender?	25/06/2019 In the case you describe, i.e. a project that is not yet officially terminated, but the main outcome of the project is a publication which is finalized and officially published, an official letter signed by the contracting authority declaring that the publication has been satisfactory completed would be sufficient for that publication. You should briefly explain why you send that official letter and to which extend the publication is the main outcome of the project.

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#	Submission date	Publication date	Question subject	Question	Answer
9	25/06/2019 12:28	26/06/2019 17:28	Commitment letter	Dear Madam, dear Sir, Which is the difference between the commitment letter model 3.1 and 3.2? More precisely, in the case the tenderer involve an independent expert (as subcontractor) which model has to be used? And in the case the tenderer involve an entity (public or private) as subcontractor which model has to be used? Many thanks in advance for your answer. Best regards.	26/06/2019 Declaration 3.1. is a template and can be filled in both by an individual (natural person) and by a company (private or public) who will be subcontractor Declaration 3.2 is a commitment letter in case you may only rely on the financial and economic capacity of other entities in order to meet the minimum level (Economic and financial capacity criteria) required for the Call for Tenders

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#	Submission date	Publication date	Question subject	Question	Answer
10	27/06/2019 10:01	01/07/2019 09:59	Technical and professional capacity criteria/Criteria relating to the team delivering the service	<p>Dear Madam, dear Sir For Lot 3, CVs of project managers and interpreters are requested as documentary evidence (page 88 of the tender dossier). Regarding 2.6 Minimum requirements for Lot 3: It is stated that "Tenders deviating from the requirements or not covering all minimum requirements described below may be rejected on the basis of non-compliance with the tender specifications and will not be further evaluated. (...) - for each seminar, the contractor should propose a short list including at least 2 CVs of trainers;" (page 44 of the tender dossier) Our understanding is that only CVs of project managers and interpreters are required at tender stage and no CVs of potential trainers need to be included in our proposal, as these CVs will only be submitted during project implementation. Could you please confirm whether our understanding is correct? Thanks and kind regards</p>	<p>01/07/2019</p> <p>At the stage of submitting a tender, the CVs of project manager, team members and interpreters are to be provided. The CVs of trainers will be required at the implementation stage as described under point 2.3 Tasks and expected results, Task 1 – provision of technical expertise, of the TS: "Within 12 working days after the dates and location of the courses have been agreed between Eurostat and the contractor, the contractor shall provide at least 2 CVs for trainers for each training course."</p>

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#	Submission date	Publication date	Question subject	Question	Answer
11	26/06/2019 15:29	02/07/2019 08:45	Possible Conflict of interest	Dear Sirs, In relation to Question #3, reasoning by analogy, would the current contractor of MEDSTAT IV (the lead partner and the institutions in the consortium) be considered as having a conflict of interest for Lots 1 and 3 of this tender, since it has significant advantage in the preparation of a technical proposal, given the previous knowledge about the extension of activities in the "post MEDSTAT IV" tender gained through participation in the Forum of Euro-Mediterranean Statisticians and other events?	02/07/2019 The lead partner has attended the Forum and other events that may have had the "extension of activities in the "post MEDSTAT IV" tender" on their agenda. However, it should not have been present during the agenda items focusing on these activities. Most of the partners to the Medstat IV consortium are Member State National Statistical Institutes (MS NSIs). All MS NSIs are invited to attend the Forum and are not excluded from any agenda item. Therefore, any consortia that have as partners MS NSIs attending events where such activities may have been discussed could be said to have an advantage in the preparation of a proposal and therefore to be in conflict of interest. It is for the current contractor of MEDSTAT IV to prove, in the framework of the present tender procedure, that it took auto-restricting measures to avoid possible conflict-of-interest situation. It must prove that the discussions on future activities attended by it were only of a general nature and that it does not present any advantage in the preparation of a technical proposal.

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12	01/07/2019 12:36	02/07/2019 12:27	Technology to build EDAMIS	Dear Sirs, regarding LOT 2 could you please describe the technology stack used to build EDAMIS – from user interface, business logic layer to database layer. Thank you very much in advance.	02/07/2019 For the purpose of this tender, it is not necessary to describe the technology of EDAMIS in detail. Some countries may transmit statistical data via EDAMIS. It will look the same as if the questionnaire were sent back by email
13	28/06/2019 15:23	02/07/2019 17:05	Estimated Budget related to Lot 4	Good afternoon, may we ask you to confirm the estimated budget indicated in the ToR for Lot 4 (EUR 120.000 for 2*3 days events)? Indeed, taking into account the budget assigned to this project in the past (EUR 300.000 for 3*3 days events), the budget seems underestimated. Best regards	02/07/2019 The estimated budget is correct. The scope of the future contract is not the same as the scope of the previous contract. For example, it does not include the travel costs of the EECCA participants. The estimated budget has been reduced accordingly.
14	27/06/2019 11:54	02/07/2019 17:06	LOT 4 - Selection criteria	Can you please clarify about the criteria for Lot 4? Criterion relating to tenderers for Lot 4 in page 91 of the tender specifications refers to statistical training courses. Could this be copy/paste of the criterion relating to tenderers for Lot 3 from page 90? What about the rest of the criteria (relating to the team delivering the service) for Lot 4? Those are also the same as for Lot 3.	02/07/2019 The selection criteria for lot 4 are not correct, since lot 4 concerns High-level seminars (HLS) for senior management of the Eastern Europe, Caucasus and Central Asian Countries. The selection criteria should refer to the organising of the High-level seminars, for which English and Russian are the languages used. A corrigendum with the correct criteria has been published on 1.07. 2019.

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#	Submission date	Publication date	Question subject	Question	Answer
15	27/06/2019 12:42	02/07/2019 17:07	Selection Criteria	<p>Dear Sirs, Selection criteria for LOT 3 (page 88 of TOR) and selection criteria for LOT 4 (page 89 of TOR) are exactly the same. In our opinion, for LOT 4, interpretation into Arabic seems not relevant, while it is missing any reference to interpretation to Russian. Also for LOT 4</p> <p>it is indicated the bidding company should possess "Experience in organising statistical training courses" while this LOT 4 is focuses on the organisation of high-level seminars, not trainings. Could you please confirm if the selection criteria for LOT 4 are correct? Thank you in advance.</p>	<p>02/07/2019</p> <p>The selection criteria for lot 4 are not correct, since lot 4 concerns High-level seminars (HLS) for senior management of the Eastern Europe, Caucasus and Central Asian Countries. The selection criteria should refer to the organising of the High-level seminars, for which English and Russian are the languages used. A corrigendum with the correct criteria has been published on 1.07. 2019.</p>
16	04/07/2019 10:46	04/07/2019 15:46	Lot 2, task 5	<p>Dear sir/madam, The contractor is expected to produce 12 progress reports under task 5 of Lot 2. Do the eight technical implementation reports, described in section 2.7 of the tender specifications, coincide with some of these 12 reports or are they eight additional reports?</p>	<p>04/07/2019</p> <p>The technical implementation reports are additional documents, different from the quarterly progress reports. However, the reports may sometimes coincide in time.</p>

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17	03/07/2019 09:45	04/07/2019 16:32	Lot 2	Dear Sir/Madam, Could you please provide further information on the content of the progress reports for Lot 2, task 5, deliverable D28. Thanks for your kind reply	04/07/2019 The quarterly progress report required as part of task 5 will contain a succinct overview of what the contractor has done in the previous three months. Problems in implementation and issues of concern should be mentioned in the progress report as well as possible solutions to overcome problems and issues. The progress report may contain an outlook for the work to be done during the coming quarter, especially if specific decisions are expected at the quarterly progress meeting.
18	03/07/2019 11:02	05/07/2019 15:41	Continuous page numbering	In the ToR section 4. Information on the tender procedure, we are given the following instruction: "The tender must be clear and concise, with continuous page numbering, and assembled so as to constitute a coherent whole (e.g. bound or stapled, etc.)." Does this instruction also apply to the current tender, which is to be submitted digitally? Do all pages of the submitted tender have to be numbered continuously, including Administrative Documents and CVs?	05/07/2019 The numbering applies to the tender that is submitted electronically. The administrative documents which are issued separately are part of the annexes and can be attached without numbering, however page numbering can apply to CVs

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19	05/07/2019 11:38	08/07/2019 20:51	Lot 3: Technical and professional capacity criteria	Technical and professional capacity criteria/Criteria relating to the team delivering the service: For Lot 3, CVs of project managers and interpreters are requested as documentary evidence (page 88 of the tender dossier). Interpreters are expected to have as minimum requirement "at least 2 years of experience in interpretation between English and French and Arabic, and must have provided interpretation for at least 2 events which required knowledge of statistical or economic terminology". Sub-task 2.4 Simultaneous interpretation (page 36 of the tender dossier) states that "The courses shall be given in English or French, with simultaneous interpretation into the other language and into Arabic with a maximum of two (2) interpreters per language per training course." 1) We understand that a single interpreter does not need to cover all three languages, but can provide services e.g. from English to French or from English to Arabic, as long as it is ensured that all languages are covered by different interpreters during the trainings. Could you please confirm whether our understanding is	08/07/2019 1) For Lot 3 the CVs of project manager, interpreters and team members are requested as documentary evidence (pages 88-89 of the tender specifications; see also point 2.6 "Minimum requirements" on CVs). A single interpreter cannot cover all three languages. For a course given in English, simultaneous interpretation shall be provided from English into French and English into Arabic. There can be maximum two interpreters interpreting from English into French and maximum two interpreters interpreting from English into Arabic per training course. 2) The CVs of all the interpreters proposed in line with the tender specifications must be provided. If the interpreters proposed in the tender will not be available and others need to be involved during project implementation, the CVs of the proposed replacements must be provided for the Contracting Authority's approval before a training course takes place.

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				<p>whether our understanding is correct? 2) Could you please indicate how many CVs of interpreters should be included in the proposal? As the final determination of the training locations and dates will only happen during project implementation, interpreters proposed in the tender might finally not be available, and others would need to be involved. Thanks in advance for clarifying these issues.</p>	
20	10/07/2019 11:26	15/07/2019 10:48	Lot 4 - Clarification question	<p>On page 55 of the terms of reference, it states that tenderers should provide proposals of hotel packages which will be part of the approval process described in sub-task 2.2 We have two questions concerning this point: 1) How many proposals of hotel packages do we need to include in the tender - one proposal for each event (total two proposals) or more? 2) We cannot find a sub-task 2.2 in the terms of reference. Please clarify where we can find the point mentioned. Thank you</p>	<p>15/07/2019 Q1: How many proposals of hotel packages do we need to include in the tender - one proposal for each event (total two proposals) or more? R1: For each event minimum one proposal for a hotel package need to be included (total two proposals) Q2: We cannot find a sub-task 2.2 in the terms of reference. Please clarify where we can find the point mentioned. R2: The hotel package is described under sub-task 3.2 not 2.2 (clerical mistake).</p>