

Call for tenders' details

Title: Provision of services concerning the accessibility to the buildings of the European Parliament

Start date: 22/07/2019

Time limit for receipt of tenders: 13/09/2019

Contracting authority: European Parliament, DG Infrastructure and Logistics (INLO)

Status: Closed

Call for tenders question list

| # | Submission date | Publication date | Question subject | Question | Answer |
|---|---------------------|---------------------|-----------------------|--|--|
| 1 | 01/08/2019 17:53 | 09/08/2019 10:17 | Selection criterion 1 | With regard to selection criterion 1, must a similar service provision necessarily and directly be related to the field of accessibility, or can it be a service provision related to architecture and building engineering, whether audit, technical support and project monitoring, training and/or writing? | 09/08/2019 The provision of three 'similar services' must, in order to meet selection criterion 1, always be linked to the object of this call for tenders, namely accessibility to buildings. |
| 2 | 01/08/2019 17:54 | 09/08/2019 10:18 | Selection criterion 2 | With regard to selection criterion 2, how do you assess the 'confirmed' character of the minimum experience in the field of accessibility? Is it required that this experience is exclusively devoted to accessibility? | 09/08/2019 Yes, this minimum experience must be in the field of accessibility to buildings. |

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| 3 | 01/08/2019 17:54 | 09/08/2019 10:18 | Selection criterion 3 | Concerning selection criterion 3, is it required that the two requested texts have been published in the context of dissemination to a wide public (scientific journal, for example), or can they be texts written in the context of a contract for provision of services? | 09/08/2019 Both possibilities mentioned would be accepted, provided that they are intended for a general public without specific knowledge of the subject. In any case, one of the two requested texts must be an adaptation, for the general public (scientific dissemination) of a text of any given technical discipline. |
| 4 | 01/08/2019 17:55 | 09/08/2019 10:19 | Negotiated procedure | Can you specify the following clause? "The European Parliament reserves the right to exercise the option of using the negotiated procedure, pursuant to point (3) of point 11.1 of Annex I to the Financial Regulation, to entrust the successful tenderer with the provision of new services consisting in the repetition of similar services, provided that these services are in keeping with the core project which is the subject of this invitation to tender." | 09/08/2019 The European Parliament may use a negotiated procedure without prior publication of a contract notice, in the event that there is a need for new services, and the conditions stated in the article referred to, are met. |

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| 5 | 01/08/2019 17:56 | 09/08/2019 10:19 | Travel expenses | <p>It is stated on page 6 of the administrative provisions that the fixed price includes travel and subsistence expenses. However, the technical specifications suggest that travel and subsistence expenses are reimbursed in addition. In which case are travel and subsistence expenses not reimbursed? Contract monitoring meeting in a broad sense?</p> <p>Mission follow-up meetings - except for the start-up meeting?</p> | <p>09/08/2019</p> <p>Only for the start-up meeting of the framework contract (with each contractor), will the travel expenses be reimbursed by the European Parliament. There could possibly be exceptions, if face-to-face meetings are expressly required by the European Parliament. Please note that only travel mentioned in a service request will be reimbursed in addition. All other meetings, for which expenses are not reimbursed by the European Parliament, can be attended by the contractor via videoconference from any office of the European Parliament (Brussels, Luxembourg, Strasbourg or the European Parliament Liaison Offices: http://www.europarl.europa.eu/at-your-service/en/stay-informed/liaison-offices-in-your-country).</p> |

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| 6 | 01/08/2019 17:56 | 09/08/2019 10:20 | Cascade contract prices | The contract provides for three "cascade" framework contracts to be signed. Will the second and third ranked contractors be informed of the general activity of other contractors? Could they be made to and forced to use results or methodologies developed by another contractor, even if they do not agree with these results or methodologies? | 09/08/2019 No, the contractors ranked 2nd and 3rd will not be informed of the general activity of the contractor ranked 1st.. Should the contractor responsible for the provision of services fail to execute the service, the contractor ranked 2nd or even 3rd will be contacted and informed so that he/she can take charge of the performance of the services. Each service request will include the details necessary for its execution. With regard to the methodology to be used for the provision of services, a preliminary discussion at the start of the services between the contractor and the European Parliament will take place. |
| 7 | 01/08/2019 17:56 | 09/08/2019 10:20 | Quality evaluation | On page 5 of the technical specifications, "audits previously carried out" are mentioned. Will the evaluation of the quality of the offer, based on the technical brief, be carried out using the audit methodology already implemented as a reference? | 09/08/2019 Tenders are evaluated exclusively on the basis of the award criteria described on pages 16 and 17 of the Administrative Provisions. The evaluation of the technical brief submitted in this context will therefore not be based on the audits previously carried out. |

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| 8 | 01/08/2019 17:57 | 09/08/2019 10:20 | Abnormally low price | How do you assess whether price P could be evaluated as abnormally low, and that it does not distort the competition? | 09/08/2019 The analysis of a price considered as abnormally low would be carried out in accordance with the principles set out in the Financial Regulations and its Annexes and taking into account established case law. This would initially result in a request for clarification/explanation addressed to the tenderer concerned. |
| 9 | 01/08/2019 17:57 | 09/08/2019 10:21 | Refusal to participate | Page 8 of the technical specifications. Does an active or passive refusal - or repeated refusal - by the contractor to respond to a request for services have any consequences for the framework contract (e.g. reason for termination by the European Parliament)? | 09/08/2019 No. The contractor may be unable to perform the services without this resulting in the termination of the contract, which only occurs in the event of delay, negligent performance, failure to fulfil the contract in part or in full, non-conformity with the contractual requirements or poor fulfilment of this contract as provided for in Article I.11 of the draft contract. In addition, Parliament reserves the right to terminate the contract in the event of five passive refusals to perform the service requested. |

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| 10 | 01/08/2019 17:58 | 09/08/2019 10:21 | Prices of cascade contracts | Page 8 of the technical specifications. Do the contractors ranked second and third have to adapt themselves to the financial conditions of the contractor ranked first (i.e. the unit price of each framework contract), given that the service is offered "under the same conditions"? | 09/08/2019 No, if the contractor ranked 1st is unable to perform the services, the contractor ranked 2nd will perform the services in accordance with the technical and financial conditions of his/her offer attached to his/her contract. The same reasoning applies to the contractor ranked 3rd. |
| 11 | 01/08/2019 17:58 | 09/08/2019 10:22 | Payment procedures | Please confirm that the number of working days is defined by the European Parliament in its request for services? Is this number of days negotiated in advance with the first ranked contractor? Does the number of days include travel time? How is the execution of the number of days measured? At the end, does each purchase order amount to a flat-rate mission with an obligation of results? How is a service of less than one day remunerated (for example, a two-hour training course in one day)? | 09/08/2019 Yes, each request for service from the European Parliament will detail the number of working days. No, there will be no prior negotiation possible with any of the contractors. No, the number of days only includes the actual working time, and therefore does not include travel time. The estimation of working days remains at the discretion of the European Parliament. The price resulting is equivalent to a flat-rate assignment with an obligation of results. Services of less than one working day (8 hours) will be remunerated in proportion to the working time required for its performance. For example, a 2-hour training course will be paid P/4, a quarter of the price of a working day. |

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| 12 | 01/08/2019 17:59 | 09/08/2019 10:22 | Travel expenses | Between which locations is travel reimbursed? The headquarters or another office of the contractor? The airport? Is train travel reimbursed? If so, between which stations? Main or secondary stations? Are shuttles or parking (airport) expenses covered by the travel agency? | 09/08/2019 Provided that it is stated in the service request that travel expenses will be reimbursed, the round trip will be reimbursed between the place of the provision of services and either the contractor's headquarters or the place of residence of the team member who needs to travel to perform the required services. Yes, when applicable, train travel is reimbursed. Shuttles (airport) or parking fees are not reimbursed. |
| 13 | 01/08/2019 17:59 | 09/08/2019 10:22 | Travel expenses | Is the reimbursement travels by car systematically capped at the lowest price of the travel agency? | 09/08/2019 No. |

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| 14 | 01/08/2019 17:59 | 09/08/2019 10:23 | Team composition | Do the replacement terms imply that the team must be composed of at least two project manager profiles at all times, for a team of at least 6 people - as the backup of the project manager can replace any other person in order to make up the numbers? | 09/08/2019 No. The composition of the team, as indicated in point 2.3 of the technical specifications, is as follows: (a) a project manager (one person), b) senior deputy project managers (at least two people), c) junior deputy project managers (at least two people), d) a trainer, (e) an editor. Profiles d) and e) can be filled by one of the other team members, and therefore the team must have a minimum of between 5 and 7 people, including a project manager and two senior assistant project managers. In the absence or withdrawal of any member of the team, a candidate to fill the post must be appointed by the contractor and accepted by the European Parliament. |
| 15 | 01/08/2019 17:59 | 09/08/2019 10:23 | Penalties | Please confirm that the maximum penalty for non-compliance with the specified deadline for a 10 man/day mission is therefore reached after 15 working days of delay. Or is it 15 calendar days? | 09/08/2019 The application of penalties for non-compliance with the specified deadline will take into account working days. Therefore, yes, the maximum penalty will be reached after 15 working days of delay. |

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| 16 | 01/08/2019 18:00 | 09/08/2019 10:24 | Penalties | Please confirm that any penalties for non-compliance with the specified deadline can only be applied with reference to the quality of the final and not the intermediate deliverable (i.e. the version sent to the European Parliament for comments)? | 09/08/2019 Penalties for non-compliance with the specified deadline will be applied automatically in the event of a delay to all versions of the deliverable. |
| 17 | 01/08/2019 18:01 | 09/08/2019 10:24 | Poor quality penalties | Please confirm that any poor quality penalties can only be applied with reference to the quality of the final and not the intermediate deliverable (i.e. the version sent to the European Parliament for comments)? | 09/08/2019 Poor quality penalties can only be applied with reference to the quality of the final deliverable, not the initial deliverable sent to the European Parliament for comments. |
| 18 | 02/08/2019 10:34 | 09/08/2019 10:24 | Estimated market value | Does the estimated market value (2.2 million) include accommodation and travel costs? | 09/08/2019 Yes, travel and accommodation reimbursements, where applicable, are included. |
| 19 | 08/08/2019 14:44 | 06/09/2019 11:30 | Separate lots | We would like to know whether the service provision is divided in several lots? If yes, which ones? | 06/09/2019 No. There is not such division. |

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| 20 | 30/08/2019 10:52 | 06/09/2019 11:32 | Technical brief | The Administrative provisions specify that the technical brief to be submitted for the evaluation of the quality of the offer has a maximum length of 4500 characters. Please confirm that the length is measured in characters and not in words. Please specify whether spaces and punctuation marks are counted as characters or not. Please specify whether the characters in the header and footer are counted or not. | 06/09/2019 Yes, the length is measured in characters. The spaces are not counted but on the other hand, punctuation marks are counted. No, the characters in the header and in the footer are neither counted nor taken into consideration for the evaluation. |
| 21 | 01/09/2019 22:59 | 06/09/2019 11:42 | Conditions for Submitting a Tender | In the "Conditions for Submitting a Tender", under "IV. Content and Presentation of Tenders", it is requested to provide the price schedule in editable.xls format, while the price schedule is provided in the undertaking document in.DOC. Q. format. Is it possible to deliver the price schedule in doc format instead of.in xls format? | 06/09/2019 Yes, it is possible to deliver the price schedule in doc format. |

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| 22 | 01/09/2019 23:00 | 06/09/2019 11:44 | Length of the technical brief | The Administrative provisions specify that the technical brief to be submitted for the evaluation of the quality of the offer has a maximum length of 4500 characters. Please confirm that the length is measured in characters and not in words. Please specify whether spaces and punctuation marks are counted as characters or not. Please specify whether the characters in the header and footer are counted or not. | 06/09/2019 We confirm that the technical brief cannot exceed 4500 characters. The details of the counting method goes as follows: - spaces are not counted - punctuation marks are counted - characters of the header and footer are not counted |
| 23 | 01/09/2019 23:01 | 06/09/2019 11:47 | deadline for submission of tenders | In the event that the maximum length of the technical brief is increased, the response time between the date publication of the answers to the second round of questions and the date of submission of tenders seems too short to guarantee the quality and equality of the tenders (5 working days) Q: If the maximum length of the technical brief is increased, can the deadline for submission of tenders be reasonably extended? | 06/09/2019 The deadline for submission of bids is not changed |

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| 24 | 01/09/2019 23:02 | 06/09/2019 11:48 | EBE/EBITDA or result before taxes | In the administrative provisions, Annex 7: Financial data sheet, it is requested to provide the total net profit, after tax contrary to the selection criteria (CCAP, article 1.2) where it is requested to provide the earnings before interest, tax, depreciation and amortization or EBITDA. Q: Which value should candidates communicate? | 06/09/2019 As indicated in point 15.2 of the Administrative provisions, the criterion for assessing financial viability takes into consideration the earnings before interests, tax, depreciation and amortization value (EBITDA). Annex 7 contains indeed a mistake. Please find the new corrected version of Annex 7 "Financial data sheet" in the document library section. |
| 25 | 01/09/2019 23:04 | 06/09/2019 11:50 | Microenterprise regime | In the case of a microenterprise subcontractor, that benefits from a lighter tax regime, the required documentary evidence extracted from balance sheets is not available. Q: What equivalent accounting, solvency and traceability supporting evidence must be provided for micro-contractors? | 06/09/2019 The equivalent character of the supporting evidence shall be assessed in accordance with the requirements of the national legislation of the country of establishment of each tenderer, group member and/or subcontractor. |

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