

Call for tenders' details

Title: Assistance to the European Network of Infrastructure Managers (PRIME) in its Activities

Start date: 25/07/2019

Time limit for receipt of tenders: 02/09/2019

Contracting authority: European Commission, DG Mobility and Transport (MOVE)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	13/08/2019 12:14	13/08/2019 16:27	Annex 2, Filling the PDF	Dear Madam, dear Sir, We technically struggle filling in the Declaration of Honor (Annex 2). It is not possible to fill in the PDF. Could you provide a word file as well, please? Thank you very much.	<p>13/08/2019 Dear Madam, As requested, the word version of the declaration of honour (annex 2) is now available in the document library Kind regards</p> <p>14/08/2019 We were made aware that the Document library attached to questions/answers is not by default visible to external parties. Nevertheless, the requested document should be accessible by using the link below: https://webgate.ec.europa.eu/publications/etendering/intranet/document/document-file-download.html?docFileId=67314 In case you encounter problems, please let us know. Kind regards,</p>

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2	12/08/2019 18:42	13/08/2019 18:43	Pag. 14, point 2.3.3.2 Task 3.3 Organising events and administrative support	We understand that Domain 1 shall deal mainly with the work of PRIME subgroup on KPI and benchmarking while Domain 2 with the same subgroups plus others as deemed necessary by the topic of Thematic Studies to perform. Can you please clarify if in Task 3.3 the assistance to PRIME subgroups and their chairs as described is to be provided to all 5 existing PRIME Subgroups or only to those within the scope of Domain 1 and 2?	13/08/2019 Thank you for the question. Assistance to PRIME subgroups, as referred to in Task 3.3, concerns only support in relation to tasks undertaken within the scope of Domains 1 and 2. As regards the scope of Domain 2, please note that in addition to 'deep dive' studies associated with KPI subgroup, other PRIME subgroups may also undertake analyses of certain topics relevant to infrastructure management (see the last sentence of section 2.3.2.1).

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3	13/08/2019 12:15	13/08/2019 19:48	No MOVE/C3/2019-515: Question on expert in legal matters (B7)	Dear Madam, dear Sir, the tender No MOVE/C3/2019-515 regarding support to PRIME requests an expert in legal matters (B7) with relevant higher education and 2 years of professional experience in legal matters related to transport and data management. We assume that this expert shall support the working group "Implementing acts" which remains in stand-by and will work, when called, on the draft EU legislation. Can you confirm this and please specify more in detail which kind of support will be expected from this expert. Thank you very much.	13/08/2019 Thank you for the question. Assistance in legal matters is actually less relevant in the context of the work of the 'Implementing acts' subgroup, because the Commission and industry representatives who participate in this group have themselves legal background. Legal expertise, as requested by the tender specifications, is expected to be more relevant in the context of thematic studies within Domain 2. For example: - assess/compare national legislation/rules (e.g. on charging principles, priority rules, performance schemes, contractual agreements with national governments) - assess the requirements of international conventions (e.g. for cargo documentation) - analyze conditions necessary for sharing data (e.g. in the context of the work of the digital subgroup) and develop blueprints for relevant contracts. It could be relevant also for administrative tasks in Domain 3 - e.g. ensuring that event management/communication is compliant with General Data Protection Rules (GDPR).

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4	12/08/2019 19:12	13/08/2019 19:56	Pag. 16, point 3.2.5 Place of performance of the tender specifications	We assume that being host, PRIME member organisations are to provide venue, possibly catering and ICT equipment for the meetings. We understand these meetings as being PRIME Plenary meetings, other PRIME workshops, PRIME subgroup meetings, Cooperation platform meetings, and Steering Committee meetings. Can you please confirm that our understanding is correct and hence the contractor shall not provide for the aforementioned meeting-related costs?	13/08/2019 Thank you for your question. We confirm that your understanding is correct. The contractor is not expected to carry any costs related to meeting 'infrastructures' and catering.
5	12/08/2019 19:01	13/08/2019 20:02	Pag. 13 point 2.3.2.3 Estimated effort Domain 2	Can you please clarify if, similarly to Domain 1 and 3, also also the work to perform under Domain 2 will be subject to yearly requests for services under specific contracts covering each one thematic report?	13/08/2019 Thank you for your question. As mentioned in section 2.3.2.3 of the tender specifications 'Each thematic report [under Domain 2] will be subject to a request for service under the specific contract'. I.e. not a yearly request, but individual request per each thematic report (expectedly not more than 2 per year).

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6	12/08/2019 18:59	13/08/2019 20:17	Points II.22.4(d) and I.5.3 of the draft Framework Contract and point 3.2.5 and Annex of the tender specifications.	The draft Framework Contract mentions at point II.22.4(d) that daily subsistence allowance for travels is reimbursed at flat rates, this is a typical provision of also other Commission service contracts where travel, lodging and subsistence are reimbursed by the contracting authority in order to cover with a flat amount local transportation at meeting location, meals, etc. However, in Annex 5 of the tender specifications, only ceilings for hotel expenses are listed and no flat rates for subsistence allowance is mentioned. Can you please clarify the amount(s) of daily allowance contractor's staff will be entitled of as reimbursable expense from the contracting authority as per the provisions of the Framework Contract?	13/08/2019 Thank you for your question. As provided in Section 3.2.5 of the tender specifications and point I.5.3 of the Special Conditions of draft framework contract, only travel and accommodation costs will be subject to reimbursement of expenses. Daily allowance, mentioned in point II.22.4(d) of the General Conditions will not be a reimbursable expense in the contract of this framework contract.

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7	12/08/2019 18:50	13/08/2019 20:28	Pag. 14, point 2.3.3.2 Task 3.3 Organising events and administrative support	Can you please clarify if within the scope of "Prepare (content and logistics) promotional PRIME events..." the contractor shall provide a venue and catering for participants and if yes, are these expenses reimbursable according to the provisions of the Framework Contract?	13/08/2019 Thank you for your question. As a rule, PRIME member organizations provide meeting venue and catering - for plenary meetings as well as for subgroup meetings. The contractor could be, in rare cases, requested to find a venue and/or caterer for major events with external stakeholders, but it is not expected to cover the relevant costs. See also Question4

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8	23/08/2019 11:20	23/08/2019 15:15	IT tool details	Dear Sir / Madam Is it possible to provide any more detail about the IT tool? For example, the computer language used to create it? Section 2.3.1.6 of the tender specification says that the: "Technical status report of the current contract – will be provided to the winning tenderer." Could the Commission confirm whether this relates to the IT tool specifically, or something else? Many thanks	<p>23/08/2019</p> <p>Thank you for your question. Technical development of the Web-tool is outside of the scope of this contract (see Section 2.3.1.2 "The contractor is preparing use cases, and testing, while IT development is done by the Commission IT team." Therefore, technical specifications of the IT system are not part of the tender documents. For the future contractor it is important to understand the functionalities of the tool (as reflected in the user manual attached to the tender documents), monitor user experience and log/follow up bugs. It should also define and prioritise the new development request, define use cases and guide the IT team via Scrum process (as described in section 2.3.1.3/Task 1.3 – IT tool). The technical status report does not relate specifically or exclusively to the IT tool but covers the whole project. The scope of this report has been explained in section 2.3.1.2: "At the end of the contract, the current contractor will draft a final technical status report summarising the state of play of the project, including the status of the database, KPI framework and IT tool. The status report provides an overview of the current status of each task, next stage development</p>

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					each task, next stage development and actions required, ensuring continuity of the project in case the contractor changes.”

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9	23/08/2019 15:37	23/08/2019 17:07	Financial offer evaluation	<p>The following question was initially posed: Dear Sir / Madam The tender evaluation will be on a MEAT basis - a weighted evaluation of the quality and price elements. The price element will be a weighted average of the maximum day rates of three specified experts. A day rate is very different to the total spend in a project - for example it is possible to have a lower day rate but a significantly higher total spend (and vice-versa). The tender does not appear to require fixed number of days input for each of the tasks - this will be agreed under the Framework Agreement which makes sense as circumstances can change from year to year. How will the Commission assess the likely overall cost when only presented with day-rate information? In order to reply the question, the Commission asked the following clarifications: "Please clarify: a) what do you mean under 'the total spend in a project'? b) when referring to 'likely overall cost' do you mean an overall cost of a certain specific contract or a sum of all contracts under this framework contract?" The following</p>	<p>23/08/2019 Thank you for the question. You are right in concluding that in terms of price the evaluation is looking at the day rates rather than total costs attributable to different tasks. As you note, circumstances can change from year to year and this can result in a change in overall effort required as well as in the mix of expertise necessary for completing the (same) task. Therefore, as regards the price component, the focus is on daily rates of three categories of experts. Please note that the tender may be rejected where the contracting authority has established that daily rates offered are abnormally low. Another component of the evaluation, which in terms of weighting is even more important, is the quality of methodology provided in the offer. As regards the overall spend and number of days required per specific contract and expert category, this will be determined by the Commission in its requests for service under the specific contract. The Commission constantly monitors the resource consumption of different specific contracts. Its request will be based on its experience with PRIME related contracts so far and other similar contracts. If the contractor finds the conditions unacceptable, it has a right to refuse to sign the</p>

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				<p>contract?&quot; The following clarifications were provided: &quot;By overall cost I mean either the annual cost for the framework agreement as a whole, or for each of the specific packages of work. So for example, the cost in a year for Domain 1 tasks will be the daily rate x the number of days taken to complete those tasks. The estimate is 75 days (perhaps more in the first year). The actual cost will be the actual number of days taken x the day rates. The question is that the evaluation seems to be looking only at the day rates rather than the other determinant of total cost which is number of days actually taken for the tasks.&quot;</p>	<p>has a right to refuse to sign the specific contract while explaining the reasons (Article I.4.3 of the Framework contract).</p>

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