

Call for tenders' details

Title: Innovation and Business Management Training: Supporting Innovation Associates in SMEs

Start date: 09/10/2019

Time limit for receipt of tenders: 19/11/2019

Contracting authority: European Innovation Council and Small and Medium-sized

EnterprisesExecutive Agency (EISMEA)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	14/10/2019 10:53	14/10/2019 16:09	EASME/2019/OP/0018	We would like to know if there is a template for the technical offer as the "TECHNICAL TENDER FORM" is just a summary of the main elements that may have impact on the evaluation.	14/10/2019 Indeed, there is no further template proposed for the more detailed presentation of the technical offer.
2	16/10/2019 16:46	16/10/2019 16:49	Duration of contract: maximum 24 months	There is a small typo in the draft contract point I.3.3 as it mentions "duration of the performance of the contract must not exceed 18 months." while both the contract notice (point II.2.6.) and the tender specifications (both points 1.8 and 1.10.2.) refer to a duration of 24 months.	16/10/2019 Indeed, "18" is a typo, the duration of the performance of the contract must not exceed 24 months.

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3	18/10/2019 12:11	21/10/2019 17:57	Tenderer: separate entity (subsidiary) or a corporate level	In a case where a multinational corporation is submitting application through its subsidiary (100% owned legal entity registered in another country), are the "Economic and financial capacity criteria" and the "Technical and professional capacity criteria and evidence" presented and evaluated at group (corporate) level?	21/10/2019 If one legal entity belonging to a multinational corporation is tenderer, the other legal entities of the corporation participating in the tasks foreseen under the call for tender may be, part of a joint tender (as joint tenderers), or subcontractors. For further information on joint tenders and subcontractors and on their contribution to the compliance with selection criteria requirements please revert to the tender specifications (points 2.4., 2.5.,3.3.)
4	17/10/2019 23:02	21/10/2019 17:59	Eligibility	Our company was recently established. On the other hand, our owner is a legal entity working on the consultancy market for many years and having adequate references for the call. So, can we use our owner's references (are they going to be eligible)?	21/10/2019 Tenderers may explore the possibility of setting up a joint tender or using subcontractors to meet the selection criteria.

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5	17/10/2019 14:27	21/10/2019 18:01	Technical and financial tenders	I have some questions regarding the documents to be submitted: 1. if there is a page limit for the detailed technical offer and if the breakdown of costs has to be including in the technical offer or in a separate document 2. in which section of the e-Submission Annex 6 (Technical tender form) has to be uploaded 3. If the word version of Annex 7, Annex 3, Annex 2.1 are available Thanks in advance.	21/10/2019 1. There is no page limit for the detailed technical offer nevertheless tender has to keep in mind it is subject to the QUALITATIVE assessment (at first part of the award criteria stage). There is no breakdown of cost requirement, no unit price nor intermediary total price to mention in the technical tender, nor in the financial offer (which is a lump sum). Nevertheless in order to allow the assessment of the tenders against the award criteria the tender should provide details on the allocation of time and human resources and the rationale behind the choice of this allocation. Details should be part of the technical offer without quoting costs. 2. Under technical tender or annexes. 3. Now available

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6	18/10/2019 16:01	24/10/2019 16:50	clarification about number of training events/webinars	It is not clear the number of training events to be organised. We assumed 9 training events per year lasting each up to 3 days. Is it right? Furthermore, how many webinars should be included?	24/10/2019 For each of the two yearly batches there will be three seminars. Each training seminar lasts between two and three days and must be offered in at least two identical sessions to allow for some flexibility on the side of the Associates. Subject to confirmation is a kick-off meeting for each batch, where the contractor shall participate with a two-hour session covering the topic "Integration of the Associate - challenge of the multicultural environment". The number of webinars is not fixed, the contractor must propose an initial programme but the final programme may be modified to meet the needs and interests of the Innovation Associates, based on their experiences in enterprises.
7	23/10/2019 10:44	30/10/2019 10:23	Economic and financial capacity criteria	Regarding the criterion set in section 3.3.3. of the technical specifications on page 17: "Its average annual turnover for the last two years for which the accounts have been closedw shall amount to at least one and a half times the volume of the market as specified in point II.1.5 of the contract notice". Can it be confirmed whether this requires annual turnover of €375,000 or €750,000?	30/10/2019 The required minimum average annual turnover for the last two years for which the accounts have been closed shall amount to at least €375,000. For sake of clarity a corrigendum will be published.

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8	23/10/2019 18:24	31/10/2019 09:21	Clarification on the number of SMEs taking part in the program	On page 5 of the Call for Tenders, there is mention that 115 SMEs will be involved, whereas further down on that page it mentions 80 Innovation Associates and 80 supervisors. Could you clarify what the estimated number of SMEs participating will be? Thanks!	31/10/2019 115 SMEs was the planned amount in the work programme. However, the currently on-going batch (cut-off 17 Jan 2019) was undersubscribed and only 28 proposals were above threshold. The final batch should attract more SMEs again. So our estimate for both batches is around 80 SMEs.
9	31/10/2019 13:53	04/11/2019 11:43	Location of training seminars	In the tender specifications on page 8, it is described that the venue for the training seminars will be 'located within the European Union and not more than two hour's travel from the an international airport with convenient connections across Europe' Can it be confirmed whether Geneva would be an acceptable location for the contracting authorities for a proportion of the training seminars although not residing within the Union.	04/11/2019 No, Geneva would not be acceptable because it is not located within the European Union.

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#	Submission date	Publication date	Question subject	Question	Answer
10	29/10/2019 11:38	04/11/2019 15:01	Section 3.3.4 - Technical and professional capacity and evidence	Dear Sir/Madam, Regarding evidence A1, are "both fields" referring to the fields of training and capacity building? Would a reference in training and capacity building but not in innovation and business management suffice?	04/11/2019 No, "both fields" refers to innovation management in academic and in industrial contexts. And the references of training and capacity building need to be in the area of innovation management in academic and industrial contexts.
11	29/10/2019 18:39	04/11/2019 17:14	Supervisors attending the seminars	On page 9 of the tender it is stated that "all SME associates and supervisors are offered up to 9 days of training", however on page 7 it states "at least one of the training seminars and not more than two must be open for the participation of the supervisors". So how many days of training are the supervisors allowed to participate in?	04/11/2019 The "up to 9 days of training" is the global number of trainings for SME associates and supervisors combined. The details for the participation of the supervisors is laid out on page 7: "For each batch, at least one of the training seminars and not more than two (or a specific module within a seminar) must be open for the participation of the supervisors". This means, each supervisor can have maximum 6 days of participation in seminars.
12	28/10/2019 14:19	05/11/2019 16:07	request for extension	Considering the complexity of the project activities and the office closure that affects many of the European economic operators at the beginning of November, we kindly ask you if you, according to the principle of "favor participationis", can consider an extension deadline for this call for tender.	05/11/2019 An short extension of deadline for tendering is expected to be published in TED in the coming days, please keep following the present link to the procurement procedure in etendering: " https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5496 " or TED: " https://ted.europa.eu/TED ".

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13	31/10/2019 17:18	06/11/2019 18:10	It is noted that : “..up to 80 Innovation Associates and up to 80 supervisors will be eligible to receive training., whereas in other parts the “supervisors” are not mentioned as participants.	Could you kindly clarify if the participants of the tree sets of Seminars are the Innovation Associates and their supervisors, e.g. total number of trainees are 160 people? If not, can you indicate which seminars will address the innovation associates and which ones the supervisors?	06/11/2019 Each Innovation Associate (IA) should participate at all three different seminars. For the first batch there are 28 IAs and for the second batch we estimate around 50. Their respective supervisors must be given the opportunity to enrol to at least one and not more than two of these seminars.
14	08/11/2019 14:05	11/11/2019 14:27	Section 3.3.4 - statements issued by Clients	In section 3.3.4, it is mentioned that only CVs should be part of the submitted offer. In point A. Criteria to tenders , on p. 19 it is mentioned that list of relevant services should be accompanied by statements issued by the Clients. Could you kindly clarify whether such letter should be included in our tender now, or, be submitted upon contract signature?	11/11/2019 The letter does not need to be included in the offer, however we may request a submission of these letters from clients (evidence) already during the evaluation phase, i.e. well before the contract award or signature.
15	10/11/2019 18:26	13/11/2019 10:35	Request for Clarification	Does EASME have its own training platform with social learning / community features? If the answer is “no”, is the market operator which will be awarded the contract expected to develop a new platform?	13/11/2019 EASME has no training platform for the purpose of this tender. It is up to each applicant to select the most suitable tools for meeting the tender requirements.