

Call for tenders' details

Title: Technical assistance for the monitoring of LIFE projects (action grants and operating grants), communication about the LIFE programme and other linked activities.

Start date: 25/04/2012

Time limit for receipt of tenders: 05/06/2012

Contracting authority: European Commission, DG ENV+CLIMA

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	05/05/2012 09:43	08/05/2012 10:51	Legal status of an EEIG	Can you please confirm that an EEIG - although being itself a unique permanently established legal entity - is considered similar to a consortium and thus requested to answer as if it is submitting a "joint bid"?	08/05/2012 Please note that the case of an EEIG (European Economic Interest Grouping) already legally established refers to paragraph I of section 3 "Joint tenders" of Part 2 "Administrative details" of the specifications of the tender (page 36). The information required is then defined in the first paragraph of page 37.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	05/05/2012 09:43	08/05/2012 12:18	Clarifications on Annex 2 (Administrative part)	<p>If an EEIG is considered to submit a "joint bid", and referring to Annex 2 (pag .50): would you request that an EEIG ticks the case "yes" under question 1? Would you request that an EEIG indicates itself as "having a power of attorney for the group...." as asked in question 2?</p> <p>Referring to Annex 2 (pag. 51): is this sheet supposed to be filled only for giving details of sub-contractors or also for details of companies taking part in a joint offer?</p>	<p>08/05/2012 An EEIG (European Economic Interest Grouping) is considered as a "joint bid" so the EEIG should tick the "yes" box under question 1 on page 50. The EEIG should indicate itself as having a power of attorney for the group. Page 51 refers only to sub contractors.</p>
3	18/05/2012 17:03	24/05/2012 16:31	Best Nature Projects brochures & Best Environment Projects brochures.	<p>(Page 22) 3.3 c)</p> <p>How many copies of the Best Nature Projects brochures have to be printed by the contractor?</p> <p>How many copies of the Best Environment Projects brochures have to be printed by the contractor?</p>	<p>24/05/2012 3300 copies</p>

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4	18/05/2012 17:06	24/05/2012 16:36	Thematic dissemination - number of trips	<p>(Page 23) 3.3 f) Thematic dissemination</p> <p>Could we have the confirmation that a maximum of 30 trips per 6 months have to be foreseen (60 per year)? Does this number include participation in conferences and seminars where no travel is needed?</p>	<p>24/05/2012</p> <p>This is clearly indicated as a "suggested maximum". The point is that participation in a conference or seminar usually involves travel, which implies significant extra costs and time needed and which therefore must be foreseen. Where no travel is needed, participation need not be counted towards this suggested maximum.</p>
5	18/05/2012 17:08	24/05/2012 16:38	Brochure of NGO achievements	<p>(Page 24) 3.3 h) Could we have the confirmation of the number of expected pages (10 pages) of the Brochure of NGO achievements?</p>	<p>24/05/2012</p> <p>The number of 10 pages for the brochure on NGO achievements is hereby confirmed.</p>

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6	21/05/2012 12:34	24/05/2012 16:42	Conflict of interest concerning Tender on technical assistance for the monitoring of LIFE projects	Are institutes as members of a consortium excluded from successful application due to possible conflicts of interest if they are themselves involved in Life projects? Thus, in a situation where one member of the consortium is also a beneficiary of the LIFE programme, does that exclude him/the consortium?	<p>24/05/2012</p> <p>Please refer to the technical specifications Part 2, Independence: "The Tenderers must be independent from any existing or future LIFE beneficiaries. The contractor will have to certify his independence before signing the contract. In the case of a consortium, all members will have to certify their independence. Following the same conditions, all monitors and experts working under the contract will also sign a declaration of independence in which they will certify that</p> <ul style="list-style-type: none"> • They do not participate and will not participate as proponent, partner, sub-contractor or co-financier neither to any ongoing or future LIFE-projects, nor to any of the project proposals proposed under the 2012 and 2013 selection procedures for all strands of the LIFE+ programme (and the same for the company or organisation where they work currently)."
7	25/05/2012 15:11	29/05/2012 16:23	Evaluation	Are we within the tender allowed to make suggestions for improvements in the current monitoring system and IT systems, and how will these suggestions be reflected in the tender evaluation?	<p>29/05/2012</p> <p>You are welcome to make suggestions. The Evaluation committee, when convened, will decide how it will take such suggestions into account.</p>

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8	25/05/2012 14:16	29/05/2012 16:32	Page 41 section 6.3	"Each section should be accompanied by relevant CVs presented on the EU standard form and with a consolidated overview of CVs in a table. " - This implies that we should place CVs in the standards form within each section (referred to earlier in the paragraph as coordination, areas of LIFE+, handover). This is presumably not what is required?	29/05/2012 It is necessary that, for each section (coordination, LIFE Nature and Biodiversity, LIFE Environment Policy and Governance, LIFE Information and Communication) you indicate who will do the work by providing the CVs. The CVs for each section may be presented in a separate Annex, but the consolidated overview should be in the main text of each section.
9	25/05/2012 14:19	29/05/2012 16:36	Page 31 - bottom of the page	Is the consolidated overview required to be submitted as part of the technical proposal or can it be presented in an annex?	29/05/2012 The consolidated overview is to be submitted as part of the technical proposal.
10	25/05/2012 15:29	29/05/2012 17:21	Annex 5	In Annex 13 it mentions a project score sheet. Please may we have a copy of this document?	29/05/2012 We have uploaded the score sheet for LIFE Environmental Policy and Governance, and for LIFE Nature and Biodiversity (there is no such sheet for LIFE Information and Communication).

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11	24/05/2012 17:36	29/05/2012 17:45	Page 19 Task 3	"the Contractor should make a general overview of NGO technical and financial performance, activities and outputs for the programme as a whole for the relevant year" - Is it correct that the overview should cover a whole year and therefore one would not be required in the first contract period?	29/05/2012 An appropriate timing for the overview report might be in the latter part of the calendar year, but this could be discussed and settled at the inception meeting.
12	24/05/2012 17:37	29/05/2012 17:52	Page 23 Communications	Certain deliverables are stated in terms of year and certain in terms of contract. There is some doubt as to whether we should therefore quote for the year or the contract period. E.g. 2 thematic brochures per year or per contract? Brochure of NGO achievements – max 5 trips per year. Should we then quote 2.5 trips per contract?	29/05/2012 The communication deliverables are all per contract (6 months). Where "per year" is mentioned in sections 3.3c and 3.3h, this should read "per contract".

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