

Call for tenders' details

Title: The Role of Micro-credentials in Facilitating Learning for Employment

Start date: 31/07/2020

Time limit for receipt of tenders: 24/09/2020

Contracting authority: European Centre for the Development of Vocational Training (Cedefop)

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	05/08/2020 12:03	19/08/2020 11:07	Subcontractors documents	<p>In the tender specifications p. 25 there is a requirement to identify subcontractors only above 10 %, following the sentence that other subcontractors, fulfilling the selection criteria also must be identified and they must submit documents, relevant for identification.</p> <p>However in the Annex H the required documents submission checklist only mentions the subcontractors over 10%. Could you please clarify whether you require, that an external expert, proposed as one of the eight national experts, will be considered as identified subcontractor, which needs to be: included in the tender portal, sign declaration of honour, letter of intent and fill in financial statement? Thank you in advance</p>	<p>19/08/2020</p> <p>It is up to the tenderer to decide (depending on the contractual relationship with an external expert and depending on the national legislation) whether he/she is a freelancer/external expert or a subcontractor (point 3.2 - 4th paragraph and point 4.2 of the tender specifications). If he/she is considered a freelancer external expert you need to submit his/her CV and the letter of intent in Annex J(b). If he/she is considered a subcontractor above 10% you need to submit his/her CV, the letter of intent in Annex J(a) and the declaration of honour in Annex C. If the total subcontracting is above 40% you have to submit the said documents for all subcontractors (regardless of their percentage). Any other evidence of the selection criteria must be submitted by the subcontractor(s) only if the tenderer or the consortium alone cannot fulfil a specific requirement and needs the support/evidence of the subcontractor to fulfil it.</p>

Call for tenders questions summary

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2	17/08/2020 12:04	20/08/2020 13:04	Documentary evidence for non-exclusion criteria	In the tender specifications, p. 19, there is a requirement to provide documentary evidence of the declaration of honour, point VI. If natural person fill in the declaration of honour, what kind of document he/she should provide as an evidence to the Annex C, point VI? Many thanks in advance	<p>20/08/2020</p> <p>In the 2nd paragraph of point 3.1 (page 19) it is stated that only in the event of recommendation for contract award such evidence will be requested. That means that before contract signature Cedefop will request evidence from the winning tenderer or the winning consortium. Such evidence may be also requested for subcontractors in case their contribution percentage in the proposal is considered as high. The evidence requested can be found in the below extract from Annex C point VI where also reference to natural persons is made: For situations described in (a), (c), (d), (f), (g) and (h), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied. For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal</p>

Call for tenders questions summary

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					<p>persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.</p>
3	20/08/2020 12:19	26/08/2020 17:23	Annex G-Questionnaire 2	<p>Could you please clarify whether the national researcher (natural person) has to fill in the Questionnaire 2 of the Annex G? Expert will take up less than 10 % of the total share of the contract. Many thanks in advance</p>	<p>26/08/2020 Questionnaire 2 of Annex G refers to the selection criteria and more specifically to the economic and financial capacity of the tenderer. As already mentioned in the answer to question Nr 1, evidence of the selection criteria by subcontractors/external experts should be provided only if the tenderer or the consortium alone cannot fulfil a specific requirement of the selection criteria. Therefore the answer to your question is no, Questionnaire 2 should not be provided by the national researcher unless the tenderer will rely to his/her economic and financial capacity to fulfil the requirement as indicated under point 3.2.1 of the tender specifications.</p>

Call for tenders questions summary

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4	20/08/2020 12:34	26/08/2020 19:17	External experts and subcontractors	Referring to your answer 1, could you please explain the distinction between an external expert or a subcontractor. As far as we understand external expert is a subcontractor. Therefore the question is whether this expert, who will act as a natural person for the role of National expert, will need to sign a declaration of honour, Questionnaire 2 and be identified in the eTendering portal? Yes/No answers would be much appreciated.	<p>26/08/2020</p> <p>The distinction between a free-lancer external expert and a free-lancer subcontractor depends on the national legislation of the country of the tenderer as well as on the agreement (contractual relationship or not) between the tenderer and the free-lancer. In most cases, external experts are considered subcontractors but in some countries there is a differentiation. So depending on how the tenderers present the free-lancer in their proposal, they will have to provide the following documents (already stated also in answer Nr 1): For external experts: their CV and a letter of intent as per Annex J(b). For subcontractors: their CV and a letter of intent as per Annex J(a). In addition only for subcontractors undertaking more than 10% you need to submit also a declaration of honour as per Annex C (or if total subcontracting is more than 40% for you have to submit the declaration in Annex C for all subcontractors). Questionnaire 2 should not be filled in by subcontractors/external experts unless the tenderer needs their economic and financial capacity to fulfil the requirement stated in point 3.2.1 of the tender specifications. In the 'eSubmission' portal you have to</p>

Call for tenders questions summary

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					the 'eSubmission' portal you have to declare only the subcontractors.
5	01/09/2020 16:21	02/09/2020 12:02	Clarification on required format of CVs	The ToR specify that detailed CVs are required 'of the experts whose involvement will be crucial for performing the contract (please fill-in Questionnaire 5 of Annex G)'. Could you please clarify if we are only required to provide the CVs for the key roles (Project leader, Team leaders, National Researchers) in the format set out in Questionnaire 5, or does the short CV need to be supplemented by an extensive one? Furthermore, is there a requirement around the format of the CVs we wish to include for team members, additional to the ones defined in the ToR?	02/09/2020 Questionnaire 5 of Annex G is a summary covering the key points requested in the selection criteria (point 3.2.2. of the tender specifications) but a detailed CV is needed. The format of the CVs can be the Europass CV or equivalent.
6	08/09/2020 14:22	10/09/2020 16:52	Roles within the team	Could you please confirm if the same person could cover more than one profile within the team (e.g. Research team leader and National Expert)?	10/09/2020 Yes, the same person could cover more than one profile within the team provided all the requirements for the profiles in subject are met.

Call for tenders questions summary

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7	09/09/2020 17:53	10/09/2020 22:57	Request for clarification	The tender's specifications indicate that the tenderers should provide as proof for the technical and professional capacity "List of at least 3 contracts with services provided by the deadline for submission of offers and within the past three years, that are similar to the scope and nature as those required in this call for tenders.". We would like to kindly ask you to please clarify whether we can include in the list relevant projects which are ongoing. Thank you in advance.	10/09/2020 As mentioned in point 3.2.2 of the tender specifications, (Proofs/Evidences of Technical and professional capacity), the list of at least 3 contracts concern services provided by the deadline for submission of offers and within the past three years.
8	10/09/2020 08:17	10/09/2020 23:05	Team	The minimal requirements indicate that 8 members as national researchers and 2 research team leaders. Do we understand it correctly that the research team leaders can simultaneously act as the national researchers. That is the same researcher take up two roles: of a research team leader and a national researcher?	10/09/2020 Please refer to question and answer No 6.

Call for tenders questions summary

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9	10/09/2020 16:34	11/09/2020 07:59	Annex G - Questionnaire 1	Could you please clarify whether the national researcher (natural person) has to fill in the Questionnaire 1 of the Annex G? Expert will take up less than 10 % of the total share of the contract. Many thanks in advance	11/09/2020 No, Questionnaire 1 must be filled in only by the tenderer specifying the consortium members if any and the subcontractors if any. Concerning the documents that freelancer external experts must provide please refer also to questions no 1 and 4.
10	15/09/2020 17:01	16/09/2020 12:16	Clarification on requested originals	Could you please confirm that you do not request for the Declarations on Honour to be provided in original after the submission deadline at this stage? Furthermore, could we please confirm with you whether the tender report must indeed be signed (as specified in Annex F), having in mind that recent submissions have shown changes to the e-tendering portal - it now seems to generate a report which is not available to download and upload back up as a signed document.	16/09/2020 Your understanding is correct, you don't have to submit original declarations on honour on exclusion and selection criteria at this stage. Cedefop however reserves the right to ask for the originals when the situation with Covid outbreak is back to normal. This is in line with point 4 of the invitation to tender. The tender report (or submission report) should not be signed. In Annex F it is stated only that a tender report is generated by the e-Submission application once all information and documents have been uploaded.