

## Call for tenders' details

Title: Housing Exclusion: Problem Tree Analysis and Production of Policy Toolkit

Start date: 04/11/2020

Time limit for receipt of tenders: 08/01/2021

Contracting authority: European Commission, DG Employment, Social Affairs and Inclusion (EMPL)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	13/11/2020 13:16	19/11/2020 17:25	Three social policy experts	According to your rules regarding people who are not considered a subcontractor (d) Use of staff without employment contract ("self-employed persons working for the contractor") to perform substantially the same tasks as the staff with employment contract ("employees"), without the tasks of the self-employed persons being particular well-defined parts of the contract. Do this rule apply to the three social policy experts? (ie., they are not considered subcontractors) or should they be permanent staff members of the lead contractor.	<b>19/11/2020</b> Thank you for your question. Please note that, as mentioned in the tender specifications under Criterion 2, "neither project manager, nor the social policy experts' roles, can be sub-contracted". However, the point 2.4.2.d) that you are referring to can apply to the social policy experts.

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2	17/11/2020 14:22	23/11/2020 10:37	Three social policy experts	Would you mind responding to the question regarding whether the three experts should be directly employed by the lead contractor? This will determine whether we qualify to submit a bid or not. thank you	<b>23/11/2020</b> Question1
3	18/11/2020 15:52	24/11/2020 14:01	Criterion T1	Dear sir, madam, We would like to ask you to reconsider criterion T1. We have the impression that the bar has been set unrealistically high by asking for "one project that included the organisation of seminars, roundtables, or similar participatory events and resulted in a study or report, completed in the last three years preceding the tender submission deadline in the field of homelessness or housing exclusion, with a minimum value for each of them of € 300.000". To our knowledge, also the EC itself has not had procurement on housing policy with that scope for years, and we do not believe any organization would be able to meet this criteria.	<b>24/11/2020</b> Thank you for your question. Tenderers are requested to submit examples of past projects in the field of homelessness, or in the field of housing exclusion. Housing exclusion is a broad policy field, with close links to many other social policy areas (poverty, social protection, social inclusion, anti-discrimination...). The size of the project required as an example is smaller than the actual tender, to allow for as open and as wide competition as possible, while keeping in with the policy field and scope relevant for the work that is to be commissioned.

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4	23/11/2020 11:17	24/11/2020 14:05	Criiterion T1	<p>Dear DG EMPL, For criterion T1 on p.23 you state the following:                      "At least one project that included the organisation of seminars, roundtables, or similar participatory events and resulted in a study or report, completed in the last three years preceding the tender submission deadline in the field of homelessness or housing exclusion, with a minimum value for each of them of € 300.000." Could you please clarify what exactly you mean by the wording "each of them"? Does it mean that on top of the required one project that meets all these minimum requirements if we choose to submit other project references they also need to be of minimum value of EUR 300,000 and related specifically to the field of homelessness or housing exclusion and not other fields, such as social inclusion and integration?</p>	<p><b>24/11/2020</b>                      Thank you for your question and for flagging this clerical error. As you rightly point out, the sentence should read: "At least one project that included the organisation of seminars, roundtables, or similar participatory events and resulted in a study or report, completed in the last three years preceding the tender submission deadline in the field of homelessness or housing exclusion, with a minimum value of € 300.000." Only one example of a project with these characteristics is required. On the scope of projects, please see the reply to Question 3.</p>

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5	24/11/2020 11:15	24/11/2020 16:41	Is participation of Swiss legal entities (private sector companies) eligible?	We would like to clarify if legal entities (private sector companies) registered in Switzerland will be eligible to apply for this tender?	<b>24/11/2020</b> We refer to the Tender Specifications under chapter 2.2. 'It is also open to all natural and legal persons established in a third country which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. Where the Agreement on Government Procurement concluded within the World Trade Organisation applies, the participation to this call for tenders is open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions laid down therein.' As Switzerland has ratified the GPA within WTO, this call for tender is open to its natural and legal persons, on the conditions laid down therein. There is also a bilateral agreement between Switzerland and the EU on public procurement.

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6	30/11/2020 16:22	03/12/2020 10:34	Length of technical offer	Dear Madam or Sir, on page 27 of the tender document the requirements of the technical offers are described. However, a desired length or level of detail of the technical offer is not mentioned. Could you clarify whether there is a maximum length of the technical offer (eg. in terms of nr. of words)? Furthermore, is there a possibility to add an appendix to the technical offer? Thank you.	<b>03/12/2020</b> Thank you for your query. There is no limitation of length for the technical offers, although tenderers are encouraged to be as concise and focused as possible. Appendixes or annexes are indeed allowed for this tender procedure.
7	04/12/2020 18:30	07/12/2020 16:02	Template for technical Offer	Dear Madam, Sir, going forward with our offer we could not find a template document for the technical offer. Would you be able to clarify the required format and/or whether there is a required template document in .doc/.pdf format?	<b>07/12/2020</b> Thank you for the question. There is no template, nor format requirements for the technical offers, but there is a template for the financial offer in Annex 5 to the tender specifications. Please see also question 6 for more details on length and annexes of technical offers.
8	07/12/2020 15:34	09/12/2020 09:26	Deadline extension	Dear sir, madam, Given the upcoming holiday period and Covid-related issues still persisting in many countries, would it be possible to extend the submission deadline?	<b>09/12/2020</b> Thank you for your query. The deadline for submission has been established with taking into consideration the current circumstances and the coming holiday period; as such, the deadline will not be extended.

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9	16/12/2020 09:28	17/12/2020 18:42	Signed documents (Declaration of Honour)	Dear Madam or Sir, we have a logistical question. Is it correct that the Declaration of Honour of each group member must be sent to you by letter, also if the digital document was signed with an qualified digital signature? Furthermore, is it possible that group members send their signed documents separately, or is it required that the documents should be sent together in one envelope? Thank you very much.	<b>17/12/2020</b> Thank you for your query. In case the tenderer (each partner of the consortium and the identified subcontractor(s)) have access to a qualified electronic signature and are able to submit all declarations electronically with the tender, according to the requirements laid down in Annex 1 to the Tender Specifications (see 'Where to upload' column), this is acceptable to the European Commission and in that case, no paper version is required. If, however, the former option is not possible (that is, at least one of the partners or identified sub-contractor(s) cannot sign electronically), then the legal representative of the consortium needs to send by land mail the signed and dated paper declarations in one batch.

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10	17/12/2020 14:02	21/12/2020 15:37	Criterion F1	Dear Sir, Madam, regarding the Criterion F1, we kindly ask you to clarify the following point regarding required evidence of financial capacity. Quote from p. 22 in the tender document: "Copy of the profit and loss accounts and balance sheet for the last two years for which accounts have been closed from each concerned involved entity, or, failing that, appropriate statements from banks." - In the case of a joint tenderer, do all members of the group need to hand in the mentioned financial documents, or only those parties who constitute together to the required, average yearly turnover? Thank you in advance.	<b>21/12/2020</b> Thank you for your question. We confirm that, in case of a joint tenderer, only those involved entities are expected to submit the documents who constitute together the required average yearly turnover.

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#	Submission date	Publication date	Question subject	Question	Answer
11	29/12/2020 01:28	04/01/2021 14:29	Declaration on Honour	Dear Mr/Madam; Regarding the Declaration on Honour (VII - Selection criteria), a question has arisen: It said: "It fulfills the applicable economic and financial criteria indicated in section 3.2.2 of the tender specifications"; However, it said in the section 3.2.2 "Average yearly turnover of the last two financial years above EUR 700 000" "Basis for assessment This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all involved entities will be carried out" In the case that this selection criteria is achieved in combination of the capacities of all involved entities, it is not clear to me if I have to response YES or N/A in the VII Selection criteria declaration on honour. Thank you very much.	<b>04/01/2021</b> Thank you for your question. In the case that you describe, the lead tenderer will tick YES under VII.2.d, as a consolidated assessment of capacities will take place. All other entities that fill out the Declaration (partner entities and identified subcontractors) will tick YES only for those boxes which apply to them for each selection criteria. If the partner entities and the identified subcontractors do not meet the criteria laid down in the Specifications, one by one, they tick N/A for VII.1.(a), (b) and (c). In this case their capacities will be checked under a consolidated assessment of the whole group.



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12	04/01/2021 19:21	05/01/2021 10:27	Requirements regarding criterion T2 (curricula vitae / diplomas)	The required evidence regarding criterion T2 is not quite clear to us. On p. 24, the requirement is described as: "Detailed curriculum vitae of each staff member and expert responsible for carrying out the work, including linguistic skills, educational background, degrees and diplomas, professional experience, research work and publications." - does this mean that the certificates of all team members must be submitted (digitally), or only that the respective diplomas must be listed as text within the CV's?	<b>05/01/2021</b> The detailed curriculum vitae of each staff member and expert responsible for carrying out the work must be submitted together with the tender. These CVs must include linguistic skills, educational background, degrees and diplomas, professional experience and research work and publications. Additional evidences concerning the above mentioned details may be requested at a later stage.

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