

Call for tenders' details

Title: European expert network on international cooperation and development.

Start date: 24/03/2015

Time limit for receipt of tenders: 27/05/2015

Contracting authority: European Commission, DG for International Partnerships (INTPA)

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	08/04/2015 10:50	09/04/2015 15:44	Partnership with NGO (recipient of action grants)	<p>Dear Sirs,</p> <p>We want to receive clarification on the following matter: at 2.3.2 of the Tender Specifications, it is mentioned that "The tenderer, or in case of a joint tender at least one of the members of the tendering consortium, must be a public or private research organisation, established as a non-profit organisation which carries out research as one of its main objectives, as proven by an official document, such as company statutes, which should be submitted as part of the tender".</p> <p>Is it possible to form a consortium and partner with a non-profit organisation that is also a recipient of Action Grants by the EU? Is this considered a conflict of interest?</p> <p>Thank you in advance for your clarification.</p>	<p>09/04/2015</p> <p>The fact that a consortium member is a recipient of funds from EU grants would not per se be considered a conflict of interest.</p> <p>Generally speaking, a conflict of interest is established on a case-by-case basis, but it is only in the case of a real and genuine conflict of interest would a tenderer be excluded from the procedure</p>

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2	15/04/2015 14:16	22/04/2015 17:29	Tender application	<p>Could you confirm me all what we need to send is:</p> <p>1) an envelope containing the financial offer form (1 doc)</p> <p>2) another envelope containing the technical offer: the service tender submission form, the declaration of honour, the statement of exclusivity and availability and the experts' CV (4 doc) ?</p> <p>Thank you.</p>	<p>22/04/2015</p> <p>The offer will need to include:</p> <p>Financial offer (one original and 3 copies) (sealed)</p> <p>Technical offer (one original and 3 copies) (sealed) which will include:</p> <ul style="list-style-type: none"> • Service tender submission form (including the statements attached to it) • Letter of intent from subcontractors (if applicable) • Legal Entity Form and Financial Identification Form with supporting evidence (if applicable) and the other documents required under section 1.5 of the Tender Specifications • Proof of registration on the European Transparency Register • Declaration of honour • All documents and evidence relating to the Selection Criteria (section 2.3 of the Tender Specifications) • The methodology, CVs and statements of exclusivity and availability. <p>All this information can be found in the tender dossier. We suggest you carefully read all of the tender dossier to ensure that all required documents are included, and that they conform to the requirements set out in the tender documents.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
					documents.
3	15/04/2015 12:56	22/04/2015 17:35	High level meetings	<p>Dear Sirs,</p> <p>We would like to request a clarification related to the Terms of Reference, part 3.2.1.a) High level meetings.</p> <p>It is mentioned that the “invited high level experts will be identified by EuropeAid services on the basis of the foreseen topics and themes in consultation with the Network”.</p> <p>The Coordination Team of the Network (Scientific Coordinator and Project Management) will be invited to the high level meetings? Are they expected and authorized to attend?</p> <p>Same question for the core group of experts and the backstopping team, are any of them expected or authorized to attend?</p> <p>Thank you in advance for the clarifications. Best regards</p>	<p>22/04/2015</p> <p>Only the high level experts identified will participate to the high level meetings. However, we would like to remind that as indicated in art. 3.2.1 – task 3.a. "The costs connected to the organisation of such events by the contractor's team, such as, but not limited to, the identification of experts, invitations, travel of the contractor and administrative arrangements, must be included in the appropriate budget line in Part A of the Financial Offer Form".</p>

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#	Submission date	Publication date	Question subject	Question	Answer
4	24/04/2015 08:05	27/04/2015 10:22	Subcontractors and external experts from non-EU country	<p>1. In Tender Specifications, point 1.4 Subcontracting it is written what „Subcontractors must comply with the rules for participation in the present tender procedure (see 1.1.)“.</p> <p>2. In the point 1.1.Participating it is stated: “Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties (28 EU Member States) and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement, namely FYROM, Albania, Montenegro, Serbia, Iceland, Norway, Liechtenstein, Mexico, Chile, Colombia, Peru, Iraq, Honduras, Nicaragua and Panama. This tender procedure is not covered by the Multilateral Agreement on Government Procurement concluded within the WTO.”</p> <p>3. In the point 3.1.3 Set up/ ii) The core group of experts it is written that “The core group may also include experts from outside the EU”.</p> <p>Could you please clarify: a) if the organisation not from EU country, which has no a special agreement with the Union can be</p>	<p>27/04/2015</p> <p>(a) As stated in section 1.4 of the tender specifications, subcontractors must comply with the rules for participation set out in section 1.1 of the tender specifications i.e. they must be of one of the eligible nationalities listed in section 1.1.</p> <p>(b)The coordination team and the core group of experts (set out in section 3.1.3 of the tender specifications) are not considered sub-contractors. Therefore, there is no restriction regarding their nationality.</p> <p>The selection criteria set out in section 2.3 is applicable to the tenderer only, not to the coordination team or the core group of experts. Therefore, the selection criteria must be satisfied by the tenderer or, if the tenderer is a consortium, by all members of the consortium collectively i.e. the entity/entities listed as tenderers in section 1 of the tender submission form. Please note that this entity/these entities must comply with the participation criteria in section 1.1 of the tender specifications.</p>

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				<p>agreement with the Union can be included as a subcontractor (above or below 10% of the whole share of the contract)?</p> <p>b) If the external expert included in the core group may be from non EU country, which has no a special agreement with the Union? If yes, can this core team member cover some requirements of the technical and professional capacity (point 2.3.2 of the Tender Specifications) criteria for the whole consortium? If yes, is it enough to provide CV, copy of the highest degree, statement of availability and list of relevant projects + certificates of satisfactory execution which would fulfill the above mentioned criteria?</p> <p>Thank you in advance for this clarification!</p>	

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#	Submission date	Publication date	Question subject	Question	Answer
5	24/04/2015 08:18	27/04/2015 10:26	External experts	<p>In the point 1.1.Participating it is stated: "Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties (28 EU Member States) and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement, namely FYROM, Albania, Montenegro, Serbia, Iceland, Norway, Liechtenstein, Mexico, Chile, Colombia, Peru, Iraq, Honduras, Nicaragua and Panama. This tender procedure is not covered by the Multilateral Agreement on Government Procurement concluded within the WTO."</p> <p>Could you please clarify if all the external experts should correspond to this requirement? Are the external experts are considered as subcontractors?</p>	27/04/2015 Question4

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#	Submission date	Publication date	Question subject	Question	Answer
6	27/04/2015 12:54	29/04/2015 10:32	Recipient of action grants and conflicts of interest	<p>We asked a previous question and we received the following reply from you: "The fact that a consortium member is a recipient of funds from EU grants would not per se be considered a conflict of interest. Generally speaking, a conflict of interest is established on a case-by-case basis, but it is only in the case of a real and genuine conflict of interest would a tenderer be excluded from the procedure". Would you kindly clarify how and on which basis is the conflict of interest established?</p> <p>What would be a real and genuine conflict of interest?</p> <p>We want to partner with an NGO that is a recipient of action grants from the EU. They are concerned that, being the recipients of action grants, this would be a conflict of interest.</p> <p>Could you kindly clarify if the case of being a recipient of actions grants could be considered a conflict of interest and on which basis?</p>	<p>29/04/2015 Please see answer to question 1.</p> <p>As stated in our previous response, if a tenderer to this contract is also a recipient of EU-funded grants, this would not be considered a conflict of interest.</p> <p>Further explanations of conflict of interests can be found in section 2.3.6. of the PRAG (http://ec.europa.eu/europeaid/prag/?header_description=DEVCO+Prag+to+financial+and+contractual+procedures+applicable+to+external+actions+financed+from+the+general+budget+of+the+EU+and+from+the+11th+EDF&header_keywords=ePrag%2C+europa).</p> <p>Please note this procedure is not covered by the rules of the PRAG, but the explanation of conflict of interest is equally applicable to this procedure.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
7	05/05/2015 10:31	06/05/2015 15:14	tender form sections and information on the methodology and short paper	The invitation to tender mentions that "Tender must be drawn up using the model reply forms in the tender specification". Our question is, how should the methodology, short paper, organization of the work and quality control (see tender specifications part 2.4) be described? Should this information be included in the tender submission form sections or in a separate document? Thank you.	06/05/2015 There is no template and no specifications on how the methodology, organisation of the work and quality control should be presented. Tenderers are therefore free to present these documents as they wish, as long as they cover all the points set out in the tender specifications. Likewise, there are no specific format requirements for the short paper, except that it should be 3 pages maximum. The methodology (along with the short paper), organisation of the work and quality control should be together in a separate document, which together with the other documents requested will form the technical offer.

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8	01/05/2015 15:43	06/05/2015 15:17	Policy/ Research workshops	Page 19 of the Tender Specifications, Task 3b Policy workshops: Please could you clarify approximately how many dissemination workshops that are expected to be organised over the contract lifetime?	06/05/2015 As it is stated at page 19 of the Tender Specifications, all outputs expected to be submitted by the Network each year (ten replies to ad hoc questions and 4 analytical reports) must be presented in an appropriate policy/research workshop by the author/s. Therefore over the contract lifetime, which is 30 months, 35 workshops should be indicatively foreseen, as is also requested in the financial offer form.

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#	Submission date	Publication date	Question subject	Question	Answer
9	11/05/2015 11:03	18/05/2015 11:23	Intellectual property rights	<p>Dear Sirs,</p> <p>According to II.10.2 Ownership of the results</p> <p>The ownership of the results shall be fully and irrevocably acquired by the Union under this contract including any rights in any of the results listed in this contract. Those rights in the results may include copyright and other intellectual or industrial property rights, as well as all technological solutions and information contained within these technological solutions, produced in performance of the contract.</p> <p>We understand that this affects all products produced by the experts during the duration of the contract, once the tendering process has ended.</p> <p>Tenders are expected to produce a short paper. What happens with the intellectual property rights of this short paper?</p> <p>In addition, could you please confirm that this short paper, and all the documentation submitted for the tender process will remain confidential?</p> <p>Thank you for your clarifications. Best regards</p>	<p>18/05/2015</p> <p>According to point 10 of the Instructions to Tenderers, once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially. The short paper will therefore be treated accordingly.</p>

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				Best regards	
10	18/05/2015 09:28	19/05/2015 17:15	Statement of exclusivity and availability	<p>Good day, we would like to request clarification regarding the scope of the statement of exclusivity and availability.</p> <p>We are an NGO recipient of funds through EuropeAid grants. Some of our experts are involved in EU and EDF funded projects.</p> <p>Is it incompatible for one of these experts to submit their CV for the present tender and at the same time still work on these projects financed through EU action grants?</p> <p>The statement refers only to ongoing projects and does not affect future projects?</p> <p>Thank you for your clarification on these matters.</p>	<p>19/05/2015</p> <p>The fact that an expert is working on projects financed by EU action grants does not preclude them per se from submitting their CV for the present tender.</p> <p>Regarding the scope of the statement of exclusivity and availability, 'exclusivity' refers to the expert presenting his/her CV exclusively in one offer for the present tender procedure (i.e. the expert cannot submit his/her CV for two different offers). It does not mean the expert must only work exclusively on the present contract.</p> <p>However, the expert must also ensure and attest to his/her 'availability' for the present contract (i.e. they are available to complete the tasks within the set time-frame and work the man-hours set out in the tender specifications and in the offer), and that they have no conflicting obligations that prevent this.</p> <p>Please read carefully the template statement of exclusivity and availability in Annex V of the tender dossier for a full explanation.</p>

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11	20/05/2015 14:21	21/05/2015 15:00	Tender Submission Form	<p>In point number 1 SUBMITTED by (i.e. the identity of the Tenderer):</p> <p>What does the Registration number refer to?</p> <p>Is it the registration number in the Transparency Register? Or a different registration?</p>	<p>21/05/2015</p> <p>This refers to the registration number given to the entity by national authorities e.g. the company registration number.</p>

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