

Call for tenders' details

Title: 'Services concerning ethical, communicational, legal, skills issues and methodological cooperation related to the use of big data in European statistics'.

Start date: 20/06/2015

Time limit for receipt of tenders: 01/09/2015

Contracting authority: European Commission, DG EUROSTAT

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	13/07/2015 17:31	16/07/2015 16:04	Attendance of members of the ESS Task Force Big Data in the kick-off and progress meetings	<p>In page 19 of the tender specifications, it is explained that members of the ESS Task Force Big Data might participate in the kick-off and progress meetings. It is then explained that travel expenses for such meetings should be included in the financial proposal of the tender. Do you confirm that:</p> <ul style="list-style-type: none"> - The contractor should reimburse the travel expenses of the members of the ESS Task Force Big Data each time that they attend the kick-off and progress meetings? - These reimbursements cover only travel expenses and exclude accommodation and per diems? - These reimbursements have to follow the rules and rates applicable in the Commission for the reimbursement of travel expenses of experts to meetings? 	<p>16/07/2015 Participation in the kick-off and progress meetings of the project should be open to ESS Big Data Task Force members. However, the contractor does not have to reimburse travel expenses of these task force members.</p>

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2	13/07/2015 17:31	17/07/2015 11:32	Travel expenses of the delegates participating to the ESS Big Data Workshop	<p>In page 18 of the tender specifications, it is explained that the contractor should reimburse the travel expenses (excluding accommodation) of one delegate per country, which concerns a maximum of 32 delegates. Do you confirm that the per diems are also excluded from these reimbursements? Moreover the footnote 24 at the bottom of page 18 refers to Annex 11 about the rules and rates applicable in the Commission for the reimbursement of travel expenses of experts to meetings. When looking in the tender specifications annexes, Annex 11 is about e-prior instead. Could you please explain where we can find these rules and rates mentioned in footnote 24?</p>	<p>17/07/2015 In page 18 of the tender specifications the paragraph should be read:</p> <p>- Reimburse the travel expenses (excluding accommodation and daily allowance) of one delegate per country (Footnote 24); The contractor is expected to provide evidence of the reimbursement of travel expenses of the delegates;</p> <p>Footnote 24) Thus, travel expenses have to be reimbursed to a maximum of 31 delegates (EEA, this is ESS countries except for Switzerland). For reimbursement of travel expenses please refer to the rules and rates applicable in the Commission for the reimbursement of travel expenses of experts to meetings (Annex 12).</p>

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3	22/07/2015 16:18	23/07/2015 08:43	Additional documentary evidence for the principal services provided	In section 4.3.3 b-Technical and professional capacity it is specified that "the tenderer shall provide a list of the principal services provided in the past three years, with the amounts, dates and recipients (public or private) and any relevant evidence proving the requirements of the selection criteria (refer to section 4.5.1 b)". Section 4.5.1 b only refers to CVs as documentary evidence of the various criteria. We understand that no further evidence (other than project description) is required concerning the principal services. Can you confirm we are correct?	23/07/2015 We confirm that your understanding is correct except that the section referred to is section 4.4.3 b. The tenderer shall provide a list of the principal services provided in the past three years, with the amounts, dates and recipients (public or private) and the relevant evidence proving the requirements of the selection criteria referred to in section 4.5.1 b refers only to CVs.
4	04/08/2015 16:42	06/08/2015 09:30	Section 2.3.3 - Task 3: Legal review - survey	For task 3: Legal review, you require the "performance of a comprehensive survey of current and upcoming relevant legislation - both within Member States and at EU Level". We understand that this survey should be done on a sample of Member States selected as representative of the whole EU28, as usually done in this type of survey. Can you confirm we are correct ?	06/08/2015 in Task 3 – Legal review by "comprehensive survey" is meant a survey of relevant legislation in all EU Member States and not a survey of relevant legislation in a sample of EU Member States.

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5	13/08/2015 11:30	17/08/2015 17:02	Number of workshops to be carried out	<p>In page 21 of the tender specifications, it is specified that “Eurostat will provide the contractor with a CROS portal account with editing privileges for the web pages of the two events”. Also, in pages 21,23,40, the term ‘workshops’ is employed. We understand however that only one event should be prepared and executed by the contractor (under task 4). Could you then please confirm that:</p> <ul style="list-style-type: none"> - No other event other than this ESS Big Data is of relevance of the requirements of this call? - The workshop duration is 1.5 day? 	<p>17/08/2015 We confirm that the contractor should prepare and execute one workshop of 1.5 days duration in task 5 – Facilitated ESS Big Data workshop. Task 4 is related to skills and training.</p>
6	13/08/2015 11:32	17/08/2015 17:08	Meetings and missions	<p>In page 19 of the tender specifications, it is explained that “once every two months a progress meeting (maximum duration one day) with the Commission staff will be held in Luxembourg, in Commission’s premises”. It is also stated that “video conferencing meetings will be held as needed but not less frequently than once per month”.</p> <p>Could you please explain if the video conferencing meetings are inclusive of the progress meetings? If so, can we propose that the progress meetings at Commission’s premises and the conferencing meetings be alternated each 2 month?</p>	<p>17/08/2015 We confirm that a progress meeting will be held once every two months in Luxembourg. Video conferencing meetings will take place at least once a month. Progress and video conferencing meetings could be joined.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
7	13/08/2015 11:33	17/08/2015 17:09	Workshop execution – reproduction of documents	In page 18 of the tender specifications, it is listed that the contractor shall provide secretarial assistance and reproduction of documents (specific documents delivered during the event). By 'reproduction' are you referring to printing of the documents? Could you confirm which specific documents? Can we consider that they are restricted to the workshop programme, local and practical information for the workshop, participants list and specific material to be used by participants to the parallel sessions?	17/08/2015 By "reproduction" we are referring to printing of documents. The documents are restricted to workshop programme, local and practical information for the workshop, participants' list, supporting material for the parallel and joint sessions.
8	13/08/2015 11:38	17/08/2015 17:16	Travel expenses of the delegates participating to the ESS Big Data Workshop	With regards to your answer for question #2 ("For reimbursement of travel expenses please refer to the rules and rates applicable in the Commission for the reimbursement of travel expenses of experts to meetings (Annex 12)"), when looking in the tender specifications annexes, Annex 12 contains a list of documents to be submitted but no rules and rates. Could you please confirm where we can find these rules and rates?	17/08/2015 We are referring to the separate document "Annex 12" that was added to the document library as part of the reply to question #2. The link to the document is: https://etendering.ted.europa.eu/cft/cft-document.html?docid=9253

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#	Submission date	Publication date	Question subject	Question	Answer
9	13/08/2015 11:44	17/08/2015 17:18	Parallel Sessions Type for Day 1 and Day2	In page 17 of the tender specifications, it is specified that "The parallel sessions should be action-oriented, aiming at elaborating concrete next steps for the ESS". Could you confirm if only the parallel sessions for day 2 require being action-oriented?	17/08/2015 The parallel sessions of day 1 and day 2 should build on each other. While the sessions during day 1 would be "related to ongoing BIG DATA project/components" the sessions of day 2 should be more forward looking "aiming at elaborating concrete next steps for the ESS".
10	13/08/2015 11:46	17/08/2015 17:19	Workshop Participants	In page 16 of the tender specifications, it is stated that "A maximum of 80 participants are expected from NSIs, international organisations, academia and Eurostat. The workshop should be open to ESS members: EU Member States (28), EEA/EFTA countries (4)". Could you confirm if the ESS members are inclusive of the 80 participants?	17/08/2015 The ESS members are included in the total of 80 participants.
11	13/08/2015 11:48	17/08/2015 17:21	Registration of participants	Could you please clarify how you expect the registration form for participating in the workshop to be made available to the participants? Does the contractor need to openly publish the registration form during the update of the CROS portal 'announcement page'?	17/08/2015 It should be possible for potential participants to register online. Preferably the CROS-portal should be used for online registration. The registration system has to be accessible by authorized Eurostat staff to encode its registration decisions online.

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12	13/08/2015 11:50	17/08/2015 17:22	Satisfactory Survey	On page 18, it is stated that the contractor should create, print, collect and analyse a satisfactory survey for delegate. Could you confirm if the contractor is required to upload the survey results in electronic format to the CROS Portal as part of deliverable D5.3 or are results to be included in the technical workshop report?	17/08/2015 The survey results should be included in the technical workshop report.
13	17/08/2015 15:07	21/08/2015 14:47	Conflict of interest Annex 7	We assume that the conflict of interest provisions in Annex 7 to the RfP do not preclude involved law firms from advising on or representing clients in proceedings before or against the European Commission (more particularly in competition matters). Please confirm.	21/08/2015 Eurostat agrees with the assumption that the conflict of interest provisions in Annex 7 to the RfP do not preclude involved law firms from advising on or representing clients in proceedings before or against the European Commission.
14	20/08/2015 11:19	21/08/2015 14:50	Workshop execution – Social Event	In page 17 of the tender specifications, it is specified that catering services, including the social event are needed for implementing the contract. However on page 20, it is stated that the contractor shall undertake the following action “organising and financing of a social event (dinner) on the night of the first day”. Could you clarify if the social event is to be part of the budget to be charged to Eurostat or is the social event expected to be funded by the contractor?	21/08/2015 The social event has to be financed by the contractor as part of the overall volume of the contract. The financial proposal has to include all costs associated with the completion of the work (see section 4.4.5 Section Five: Financial bid).

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#	Submission date	Publication date	Question subject	Question	Answer
15	21/08/2015 09:44	21/08/2015 14:55	Role of workshop facilitator	<p>In section 2.3.5 Task 5 – Facilitated ESS Big Data workshop (pages 16 and 17), it is mentioned the role of a facilitator that will perform activities on Day 1 afternoon, and Day 2 morning.</p> <p>Day 1 - afternoon: "3 parallel sessions with presentations and discussions and discussions related to ongoing BIG DATA project/components, approach by pilot or by horizontal topic. ... There should be a facilitator for each group."</p> <p>Day 2 morning: "3 parallel sessions with presentations and discussions and discussions related to ongoing BIG DATA project/components, or other technical subjects (provided at the kick-off meeting) (3 rooms, around 25 attendees per session; 20-30-minute presentations followed by discussions). ... There should be a facilitator for each group."</p> <p>In addition, it is also mentioned that "Each of the facilitators should have experience from facilitating, moderating or chairing at least two international meetings (or sessions of an international meeting) with 30 or more participants."</p>	<p>21/08/2015 We confirm your observation that the role of the workshop facilitator is different from the roles mentioned in the Technical and professional capacity section. We would expect the provision of CVs for the roles of the facilitator.</p>

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				<p>or more participants."</p> <p>However, in section 4.5 Assessment method and award of the contract - technical and professional capacity (pages 34-36), for the criteria of the staff, there is no mention of a workshop facilitator with experience in facilitating, moderating international meetings.</p> <p>Should we understand that it is a different role from the ones mentioned in the Technical and professional capacity section (Criteria 1 - 7), and if so, do you expect us to provide CVs for it?</p>	

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#	Submission date	Publication date	Question subject	Question	Answer
16	24/08/2015 19:02	25/08/2015 15:21	Section 2.3.3 Task 3- Legal review	Task 3 about the legal review will imply that the contractor will have to review current/upcoming/expired national legislations which are expressed only in the language of their countries. In such case, translation activities will have to be performed in order to allow the contractor to review the legislation in his working language. Has the contractor to organise the translations himself and bear the cost of these translation activities? Or has the Commission planned the contractor to work in collaboration with the translation service of the European Commission?	25/08/2015 The contractor has to organise translations and to bear the related costs.

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