

## Call for tenders' details

Title: Maintenance and development of MS Project Server-based information systems.

Start date: 21/07/2015

Time limit for receipt of tenders: 11/09/2015

Contracting authority: European Court of Auditors (ECA)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	03/08/2015 17:58	03/08/2015 23:08	Information on framework agreement	Please let us know, if a total price exceeding of the contract value (900 000 EUR) or a reduction of the number of man days is still in line with the tender regulations.	<b>03/08/2015</b> The amount of 900 000 EUR is only an estimation made by the European Court of Auditors for the services covered by the contract in question for 4 years. The total price offered by tenderers might be higher or lower. The tenderers are not allowed to modify (reduce or increase) the estimated number of hours in Annex 3 Form 10 Column E.

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### Call for tenders questions summary

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#	Submission date	Publication date	Question subject	Question	Answer
2	03/08/2015 17:58	03/08/2015 23:11	Information on framework agreement	<p>In order to answer the RFP we have the following questions:</p> <p>According to document 253762-2015-EN, Section II.1.4) Information on framework agreement, the contract value is estimated with 900 000 EUR for 4 years.</p> <p>According to document EN-3_Annex 3 Form 10 Price Schedule, Column E, 1241 man days are estimated for services to be delivered during the duration of the framework agreement.</p> <p>Following this structure and numbers implies a max. daily rate of 725,22 € (incl. all expenses).</p>	<b>03/08/2015</b> Please see the answer to the first question.

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#	Submission date	Publication date	Question subject	Question	Answer
3	07/08/2015 22:21	07/08/2015 22:25	Submission of tenders	We would like to know if we need to send you an official request to participate or if sending directly our file by Sept 11 to the mentioned address on <a href="http://ted.europa.eu/udl?uri=TED:NOTICE:253762-2015:TEXT:EN:HTML&amp;tabId=1">http://ted.europa.eu/udl?uri=TED:NOTICE:253762-2015:TEXT:EN:HTML&amp;tabId=1</a> is sufficient?	<b>07/08/2015</b> Please note that you do not need to introduce an official request to participate. It is sufficient to submit the tender within the deadline indicated in the contract notice. You may choose to submit tenders: a) either by post or by courier service not later than 11/09/2015, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below. b) or delivered by hand not later than 5.00 pm on 11/09/2015 to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the official at the European Court of Auditor's Reception Desk who took delivery. The Reception Desk is open from 8.00 am to 5.00 pm, Monday to Friday. It is closed on Saturdays, Sundays and European Court of Auditors' holidays.

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#	Submission date	Publication date	Question subject	Question	Answer
4	10/08/2015 12:10	10/08/2015 12:12	Annex 2, Section 8.3 c), CVs (page 10).	Section 8.3 c) mentions that the same person can be proposed for two different profiles, but the form used for CVs mentions that a CV can be used for only one profile.	<p><b>10/08/2015</b> We would like to confirm that the same person can be proposed for two different profiles, but not more. The CV form (Form 9) in annex 3 has been modified accordingly.</p> <p><b>10/08/2015</b> We would like to confirm that the same person can be proposed for two different profiles, but not more. In this case, CV Form must be submitted two times, separately for each profile.</p> <p><b>10/08/2015</b> We would like to confirm that the same person can be proposed for two different profiles, but not more. In this case, CV Form must be submitted two times, separately for each profile.</p>
5	10/08/2015 12:14	10/08/2015 12:20	Annex 2, section 8.3 c) - b), page 11.	What do you understand by "Contracting authorities" ?	<p><b>10/08/2015</b> Term "contracting authorities" mean public authorities and/or bodies governed by public law.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
6	10/08/2015 12:21	10/08/2015 12:33	Annex 3, Form 9	What do you understand with "Highest relevant educational qualification" ?	<b>10/08/2015</b> "Highest relevant educational qualification" means the highest level of educational qualification obtained by the person proposed for a given profile. For example, the minimum requirement as regards the educational qualification for "consultant?coach" is completed university studies of at least 3 years. The person proposed might however have completed university studies of 5 years and obtained a corresponding degree. If this is the case and if this qualification is relevant to the scope of the call for tenders, this information shall be provided in the field "highest relevant educational qualification".
7	10/08/2015 12:35	10/08/2015 12:38	Annex 2, Technical specifications, Section 6, page 24-29	Skills description for each profile mentions "knowledge of the second language, preferably French or German (level B1)". CV form and other parts of the document nevertheless mention only French as the second language. Is French mandatory or can German be used as second language and therefore replace French in the CV form ?	<b>10/08/2015</b> The requirement is "knowledge of the second language, preferably French or German (level B1)". French is not mandatory. The tenderers are requested to provide in the CV Form information about the second language. The CV Fom (Form 9) in annex 3 has been modified accordingly.

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#	Submission date	Publication date	Question subject	Question	Answer
8	10/08/2015 12:40	10/08/2015 12:47	Annex 2, Technical specifications, section 6.	How shall evidences of the professional experience or requested skills (like "Excellent skills of analysis and synthesis. Good communicator with excellent written and oral presentation skills. Must be able to facilitate user meetings in an international context. Self-directed learning and independent working are essential. Knowledge of audit processes and activities would be an advantage.") be shown in the CV form?	<b>10/08/2015</b> As indicated in point 8.3 c) (page 10), the proposed persons shall fulfil the requirements concerning education, professional experience and languages as specified in the profile description in point 6. During the selection phase, the Court will check the compliance of the proposed persons with those three elements. The remaining information provided in the profile description, i.a. skills mentioned under "other specific competences" will not be checked in the selection phase therefore no evidence for meeting those requirements is required. The skills are however required during the contract execution phase, therefore the persons proposed must fulfil those requirements once the tenderer is awarded the contract.
9	10/08/2015 12:48	10/08/2015 12:50	Annex 3, CV Form (Form 9).	Shall the experience form be used for each specific project/activity (for most senior profiles, this can lead to a very high number of pages...) or can the CV form be slightly adapted to demonstrate requested skills/experience (via an additional experience summary section at the end of the CV for instance)?	<b>10/08/2015</b> The experience page of CV Form must be used for each project/activity of the proposed persons. The tenderers might add a summary section at the end of the CV Form.

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#	Submission date	Publication date	Question subject	Question	Answer
10	10/08/2015 22:08	10/08/2015 22:25	Annex 2, Technical specifications, section 6.2 and 6.4	For the profile "Analyst/Architect", the text mentions "At least 3 years of professional experience in software analysis and programming" whereas the level 1 for this profile (table on page 24) requires only 2 years of professional experience. What is the expected figure: 2 or 3 years? Same questions for profile "Consultant/Coach"	<b>10/08/2015</b> The table on page 24 specifying the minimum number of years of experience with university level is correct. Therefore, it should be read "At least 2 years of professional experience in software analysis and programming" for the profiles "Analyst/Architect" as well as "Consultant/Coach". See Corrigendum No 1.

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