

Questions and Answers nr 1

14.CPS.OP.060

	Question	Answer
1	<p>At par. 2.9 “Volume of the contract” of the Tender specifications is reported that the maximum indicative amount of the contract over a maximum duration of four years is EUR 1,000,000. Then at par. 2.10 “Duration of the contract” it is specified that each contract shall be concluded for one year (with the possibility of renewal for three extra periods). Consequently, our understanding is that each contract (1 year) shall not exceed the amount of EUR 250,000 (that is EUR 1,000,000 divided for 4 yearly contracts).</p> <p>1a) Do you confirm that in the model financial offer at page 28 we have to propose a bid price related to one year only?</p> <p>1b) Do you confirm this one-year price should be maximum EUR 250,000?</p>	<p><i>As mentioned in the draft Framework contract, the framework contract concluded for a period of 12 months shall be renewed automatically up to three times under the same conditions, unless written notification to the contrary is sent by one of the contracting parties and received by the other three months before expiry of the Contract.</i></p> <p><i>The implementation of the FWC shall take place through order forms or specific contracts after reopening of competition</i></p> <p><i>The total maximum amount of the framework contract is</i> <i>1 000 000 EUR.</i></p> <p><i>1a)No, the maximum prices for each of the 5 types of services mentioned in the model financial offer are price ceilings to be used in the context of the reopening of competition during the all duration of the Framework contract which is up to 4 years.</i></p> <p><i>The 5 maximum prices respectively for the 5 types of services in the model financial offer are also used for evaluation purpose (using the indicated weighting system) , to assess the best value for money in the context of the award of the framework contract, as further detailed under point 4 of the tender specifications.</i></p> <p><i>1b)No, there is no yearly consumption ceiling nor minimum consumption requirement; the consumption will depend on the EDA budget availability</i></p>

2	<p>2) Do you confirm that, at p. 28, in the cells under column “c” named “Weighted Maximum price per service in EURO” we have just to provide the results of the multiplication of the amount under column “a” and the numbers reported under column “b”?</p>	<p><i>No, at page 28, all cells in white should be duly filled in.</i></p>
3	<p>According to the tender, p. 13, a visit to EDA premises could be envisaged for each form of the required services (i.e. Short Briefings, Medium Briefings, Short Studies, Short Studies with workshops and Medium Studies).</p> <p>3a) Is there a fixed number of representatives of the consortium which has to take part to the visit at EDA premises?</p> <p>3b) If a fixed number exists, what is that number?</p>	<p><i>No fixed number of representatives is set.</i></p>
4	<p><u>4. Short Studies with Workshops</u></p> <p>The par 2.5.4 is titled “Shorts Studies with Workshops”, with Workshops as plural. However in the text of the same paragraph it is written that “the contractor will be asked to hold a workshop with relevant stakeholders (maximum 15 persons) on the topic of the research”, that is arguably only one workshop per research. The following phrase turns again to plural, by saying “such workshops should be organized in principle in Brussels”.</p> <p>4a) How many workshops do you envisage for each Short Study?</p> <p>4b) Do the costs of all envisaged workshops (i.e. travel and accommodation costs for participants) lie entirely on the contractor?</p>	<p><i>One workshop per study is envisaged. Responsibility and the costs of organising such a workshop will lie entirely on a contractor- this include travel and accommodation costs for participants.</i></p>

5	<p>5. Medium Studies</p> <p>The paragraph 2.5.5, p. 14, is titled “Medium Studies” and does not envisage any workshop. In the model financial offer at p. 28 the service listed as 2.5.5 is titled “Medium Studies with Workshops”.</p> <p>5a) Do the Medium Studies envisage workshops or not?</p> <p>5b) If yes, how many workshops they envisage?</p> <p>5c) Do the costs of all envisaged workshops (i.e. travel and accommodation costs for participants) lie entirely on the contractor?</p>	<p><i>The contractor should consider most resource intensive option including the organisation of workshop(s). The costs of organising such a workshop will lie entirely on a contractor (including travel, accommodation costs for participants).</i></p>
6	<p><u>6) Location of the workshops</u></p> <p>The paragraph 2.5.4 “Short Studies with Workshops” states: “Such workshops should be organized in principle in Brussels.” If the contractor has to rent a conference facility in Brussels for these workshops, this implies a cost to be included in the financial offer of the proposal.</p> <p>6a) Will Short Studies Workshops take place at EDA premises or not?</p> <p>6b) If such workshops will take place at EDA premises, the contractor will have to pay any cost for the conference facility or not? If yes, which will be this cost?</p> <p>6c) In case also Medium Studies envisage workshops (see question 5a/5b/5c), will these workshops take place at EDA premises or not?</p> <p>6d) If Medium Studies Workshops will take place at EDA premises, the contractor will have to pay any cost for the conference facility or not? If yes, which will be this cost?</p>	<p><i>EDA can provide facilities for the workshops free of charge depending on their availability. The workshops can also take place in another location is deemed more convenient or necessary.</i></p>
7	<p>To what extent should we indicate the parts of the work to be sub-contracted? It is said that we have to define it clearly but the problem is that we don’t know yet what the work is going to be!</p>	<p><i>The tender specifications requires to indicate clearly all consortium members/ subcontractors (where applicable) and their specific roles and responsibilities/proportion of work. If the tenderer is not able to define subcontracting work clearly it should provide indicative information (indicative percentage and parts envisaged for outsourcing (e.g. literature review, data gathering, setting and conducting interviews).</i></p>

8	It thus appears easier to have people as partners of a consortia than as sub-contractors, right?	<i>The applicant/tenderer has the choice depending on its specific context and appreciation.</i>
9	Can the consortia gather private entities, public entities and individuals as well?	<i>Yes</i>
10	In case of a consortia, we have to provide the Consortium Agreement is the bid. Should we provide originals or can scanned copies be ok (for partners)? For all the documents that we have to provide, does the consortium leader have to provide originals from partners?	<i>Scanned copies are acceptable</i>

