

**CORRIGENDUM n° 2**

**TO THE SPECIFICATIONS ATTACHED TO THE INVITATION TO TENDER**

**Call for tender n° SANCO/2009/B1/010 concerning "Multiple Framework Contracts with reopened competition for the provision of Consumer Market Studies"**

*Changes are in bold in the table below.*

Page n°, paragraph n°	Wrong version	Corrected version
Specifications Page 28, §17	Tenderers must provide <u>unit prices for a person-day for the staff categories specified. <b>All costs (except for the reimbursable expenses described in Annex 5)</b></u> associated with the market study as a whole must be incorporated into these person-day costs. Costs are defined as costs associated with preparing, conducting, analysing and reporting of a market study and they should also cover all operational and administrative costs.	<p>Tenderers must provide <u>unit prices for a person-day for the staff categories specified. <b>All costs</b></u> associated with the market study as a whole (<u><b>except for the reimbursable expenses for travel and subsistence costs described in Annex 5, and the reimbursable incidental expenses linked directly to the provision of the tasks, described in the Box 2 below)</b></u>) must be incorporated into these person-day costs. Costs are defined as costs associated with preparing, conducting, analysing and reporting of a market study and they should also cover all operational and administrative costs.</p> <div style="border: 1px solid black; padding: 5px;"><p><b>BOX 2</b></p><p><b>Apart from travel expenses and subsistence costs as described in Annex 5, the Commission foresees reimbursement of incidental expenses arising directly from the execution of the tasks (e.g. price paid for a product/service that has to be purchased for an evaluation in the Mystery Shopping task, etc.). Whether such expenses are foreseen for a specific contract, the nature of these expenses, the threshold for them, as well as the rules applying to such reimbursement will be specified in the specific terms of reference.</b></p><p><b>The reimbursable expenses concerning these additional, clearly specified costs mentioned above are not likely to exceed 5% of the budget foreseen for a</b></p></div>

		<p>specific contract. These costs can neither be indicated separately nor be incorporated into the person-day costs proposed by tenderers at this stage and thus will not be taken into account for the purposes of evaluation of tenders for the framework contract itself. They will however, constitute part of the evaluation for the specific contracts.</p>
<p>Annex 5: Financial offer Page 1</p>	<p><b>The Reimbursable items non-included in the fees are the following:</b></p> <ul style="list-style-type: none"> <li>• Travel and subsistence costs estimated by the tenderer for journeys of personnel members to meetings with the Commission services in Brussels, incurred in the performance of the contract and authorised in the framework of the assignment, including visa costs. Air travel must be in economy class, train travel may be in 1st class, car travel will be reimbursed on the basis of the price for a 1st class rail travel for equivalent journey.</li> <li>• Daily allowances (per diem). They depend on the country of the overnight. They may not exceed the current published rates at the date of the request (see below Annex 5.2)</li> </ul> <p>The following information is intended to help tenderers to estimate the maximum amount of expenses (<b>only travel and subsistence and related costs are to be foreseen here</b>): during the course of each market study, up to 3 meetings with the Commission (in Brussels) should be foreseen. The travel and subsistence costs should be calculated on the basis of up to 2 contractor employees attending the meetings.</p>	<p><b>Reimbursable items not included in the fees:</b></p> <p><b>a) travel and subsistence costs</b></p> <ul style="list-style-type: none"> <li>• Travel and subsistence costs estimated by the tenderer for journeys of personnel members to meetings with the Commission services in Brussels, incurred in the performance of the contract and authorised in the framework of the assignment, including visa costs. Air travel must be in economy class, train travel may be in 1st class, car travel will be reimbursed on the basis of the price for a 1st class rail travel for equivalent journey.</li> <li>• Daily allowances (per diem). They depend on the country of the overnight. They may not exceed the current published rates at the date of the request (see below Annex 5.2)</li> </ul> <p><b>Please note that only costs actually incurred will be reimbursed.</b></p> <p>The following information is intended to help tenderers to estimate the maximum amount of expenses <b>regarding travel and subsistence costs</b>: during the course of each market study, up to 3 meetings with the Commission (in Brussels) should be foreseen. The travel and subsistence costs should be calculated on the basis of up to 2</p>

	<p>Except for the reimbursable travel and subsistence costs described above and travel costs incurred by contractor's personnel members presenting results of a market study (see Section 12), no other additional costs associated with travelling are foreseen to be reimbursed. Such costs should be incorporated into the fees for the categories of staff and external experts.</p>	<p>contractor employees attending the meetings.</p> <p>Except for the reimbursable travel and subsistence costs described above and travel costs incurred by contractor's personnel members presenting results of a market study (see Section 12), no other additional costs associated with travelling are foreseen to be reimbursed. Such costs should be incorporated into the fees for the categories of staff and external experts.</p> <p><b>b) Additional incidental expenses related directly to the execution of the tasks</b></p> <p><b>If, under the terms of a specific contract, the contractor is required to incur incidental expenses related directly to carrying out of the tasks (e.g. price paid for a product/service that has to be purchased for an evaluation for the Mystery Shopping task, etc.), it will be clearly communicated in the specific terms of reference. In that case, the nature of these expenses, the threshold for them and the rules applying to such reimbursement will be stated in the specific terms of reference.</b></p>
<p>Specifications Page 5, §3.1</p>	<p>It will set out:</p> <ul style="list-style-type: none"> <li>• the terms of reference for the study</li> <li>• the deliverables to be provided (Main Tasks 1 will be required in each case, and the Commission will decide on an ad hoc basis, carrying out of which of the Main Tasks 2, 3 and 4 will be required in a specific contract)</li> <li>• the estimated maximum price</li> </ul>	<p>It will set out:</p> <ul style="list-style-type: none"> <li>• the terms of reference for the study</li> <li>• the deliverables to be provided (Main Tasks 1 will be required in each case, and the Commission will decide on an ad hoc basis, carrying out of which of the Main Tasks 2, 3 and 4 will be required in a specific contract)</li> <li>• the estimated maximum price including all expenses</li> </ul>

	<p>including all expenses</p> <ul style="list-style-type: none"> <li>• the duration of the study (however, the individual study should usually last 9 months, and no longer than 18 months) and the performance deadlines</li> <li>• the exact role of the expert group</li> <li>• the exact form of reporting</li> <li>• the number of meetings between the Commission and the Contractor</li> <li>• payment instalments and invoicing address</li> </ul>	<ul style="list-style-type: none"> <li>• the duration of the study (however, the individual study should usually last 9 months, and no longer than 18 months) and the performance deadlines</li> <li>• the exact role of the expert group</li> <li>• the exact form of reporting</li> <li>• the number of meetings between the Commission and the Contractor</li> <li>• payment instalments and invoicing address</li> <li>• <b>Clarification whether any additional incidental expenses arising directly from the execution of the tasks are foreseen to be reimbursed; if yes - the terms of reference will state the nature of these expenses, the threshold for them and the rules applying to such reimbursement</b></li> </ul>
<p>Annex 6: Award criteria for individual specific contracts, Page 1</p>	<p>Each tender will be assessed in terms of the total price offered. The evaluation of price for the award of each specific contract will be on the basis of the global price, calculated on the basis of the unit prices broken down by the staff categories and already fixed in the Framework Contract.</p>	<p>Each tender will be assessed in terms of the total price offered. The evaluation of price for the award of each specific contract will be on the basis of the global price, calculated on the basis of:</p> <ul style="list-style-type: none"> <li>a) the unit prices broken down by the staff categories and already fixed in the Framework Contract.</li> <li>b) <b>in case the contractor is required, under the terms of a specific contract, to incur incidental expenses related directly to carrying out of the tasks (e.g. price paid for a product/service that has to be purchased for the need of the evaluation for the Mystery Shopping task, etc.), the global price will include the amount quoted by the contractor, covering such expenses and which would be reimbursed by</b></li> </ul>

		<b>the Commission – only costs actually incurred and within the threshold specified, would be reimbursed</b>
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