

Contract notice: JO S 238-315690

Invitation to tender No. TREN/B1/297-2009 concerning "Preparing the Northern Dimension Partnership on Transport and Logistics"

Time-limit for receipt of tenders: 21/01/2009

Questions and Answers

1. Subcontracting:

- do all subcontractors have to be known and described in details at the phase of submitting the bid?
- do subcontractors have to provide a declaration of honour?
- do subcontractors have to present CVs of their staff?
- can a subcontractor be a natural person (e.g. an expert)?

There is a difference between a subcontractor and a participant in a grouping/consortium.

Regarding subcontractors, as stated in the tender specifications, when the subcontracted part is above 20% of the contract value, the subcontractor(s) must also provide the above-mentioned declaration on honour. If the tender includes subcontractors whose tasks represent less than 20% of the contract, those subcontractors are not obliged to provide evidence of their economic and financial capacity.

Again as stated in the tender specifications, groupings irrespective of their legal form, may submit bids. Tenderers may, after forming a grouping, submit a joint bid on condition that it complies with the rules of competition. Such groupings (or consortium) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a bid. If awarded, the contract will be signed by the company or the person heading the project, who will be, vis à vis the Commission, the only contracting party responsible for the performance of this contract. Tenders from a consortium of firms or groups of service providers, contractors or suppliers must specify the role, qualifications and experience of each member of the consortium or group. Each member must provide all the necessary documents for assessing the bid as a whole with regard to the exclusion criteria, selection criteria (in their entirety) and award criteria.

Each service provider, including subcontractor(s) or any member of a consortium or grouping, must complete and sign the identification form.

2. Budget:

- Should the expenses of task 7 be calculated within a total project budget or as a separate file?
- How should the costs of task 7 be estimated as, according to the statement in the Tender Specifications (I.2.7, page 9), the meetings/conferences will be organised at the request of the Commission services? How many of them will be there?
- How many translations (how many languages) are needed for a conference or a meeting? Which languages are needed?
- Who will choose the 20 participants? Is there already a list of the participating persons?

The budget of the project will be in two separate parts:

1. *The amount of work involved for the Contractor to carry out the requested tasks of the contract, which is assessed at 250 person-days.*

The costs of the Contractor in carrying out all the tasks of the project must be fixed amounts and include all expenses, such as travel expenses and daily allowances, of the Contractor necessary to carry out tasks 1-7.

2. *Reimbursable expenses under task 7, which should not exceed EUR 120 000.*

As per the terms of reference, the contractor would cover the logistics costs of meetings/conferences (e.g. venue, interpretation, copying of documents) as well as reimbursement of travel and accommodation costs of non-project participants invited to these meetings/conferences, when requested by the Commission.

A typical meeting would involve app. 20 participants and a conference some 80 participants. In both cases, travel and accommodation costs would be reimbursed to app. 20 participants. The conference participants whose costs will not be reimbursed by the project will cover their own costs. The venue of the meeting/conference would be decided by the Commission and could be in one of the countries concerned by the Northern Dimension Partnership on Transport and Logistics or in Brussels whilst participants may come from any European, Central Asian or Mediterranean country. The cost estimate for interpretation/translation should include at least 2 languages of relevance for the Partnership.

The Contractor will reimburse the costs against invoices. However, prepaid tickets may in some cases be a practical option. As per the terms of reference, the reimbursable travel and daily subsistence allowance expenses should be based on Articles I.3 and II.7 of the draft contract (Annex 5).

As indicated in the terms of reference, for the purpose of evaluation of the tenders (award criteria), as requested in the terms of reference, the total price should be presented as the sum of

- (i) the price of work involved to carry out this contract (referring to point 1 above),*
- (ii) the quotation for organising a typical meeting and (referring to point 2 above)*
- (iii) the quotation for organising a typical conference (referring to point 2 above).*

The number of meetings to be organised is thus not relevant for preparing the tender.

3. Document templates

- Are there any specific templates for a declaration of honour,
- Are any specific models for a document authorising a company to submit a bid on behalf of a consortium?

A model template for the declaration by the Tenderer (relating to the exclusion criteria) can be found as part of the tender specifications (annex 4).

There is no model template for the document authorising a company to submit a bid on behalf of a consortium.

4. Others:

- Is there any table available indicating what kind of documents should be provided by each kind of tenderer (heading tenderer, "partner" tenderer, subcontractor)?
- Do all documents (e.g. balance sheets) have to be in original version or could be confirmed with the original?
- How many working days does the European Commission calculate for a month?

The relevant information can be found in the tender specifications. Therefore no such table exists.

When a signed document is requested it has to be original. Otherwise, it is specified that the documents should be originals or certified copies, which must be less than 6 months old.

Commission calculate months in calendar days and not in working days.