



## QUESTIONS & ANSWERS (Q & A) RELATING TO CALLS FOR TENDER N° EAHC/2010/Health/1

**Last update: 10/05/2010**

### **Q & A Nr 1 posted on 16.4.2010**

**Q:** I am writing with a query regarding your recent call for tender 'Multiple framework contracts with reopening of competition to support the Health Information Strategy'.

We have reviewed the selection criteria of the EAHC call for tender and were wondering whether there was any flexibility with meeting some of the criteria detailed on page 22 of the tender specifications document. In particular, our team leader has 6.5 years of experience health reporting (not 8 as detailed in criterion 1), and we would be recruiting an advisor with the necessary skills and experience for managing projects funded by the Commission (criterion 2).

**A:** The selection criteria published are binding. No exception can be made.

However, it is possible to form a consortium with one or more other organisations and assign e.g. the team leader from among the consortium partners in order to comply with the selection criteria which will be assessed in relation to the combined capacities of all members of the consortium, as a whole. Subcontracting is allowed as well. For more information please refer to point 4 of the tender specifications.

### **Q&A Nr 2 posted on 27.4.2010**

**Q:** Dear Ladies and Gentlemen, allow us a request for clarification regarding the selection criteria for Lot 2: Health & Economics where it is stated:

“Team members with solid (at least 20 peer reviewed publications over the last 5 years for the team members combined) records of scientific publications in health economics, at international level (list of publications).” Please kindly explain how you define “peer reviewed”.

**A:**

By "peer reviewed publications" only those publications in scientific journals are considered. Any reports prepared for the Commission Services, project reports, national reports etc can be listed in addition.

### **Q&A Nr 3 posted on 27.4.2010**

**Q:** Dear Sir/Madam, concerning the call for Multiple framework contracts with reopening of competition to support the Health Information Strategy, LOT 1 refers to the production of health reports covering ‘topics included in the health strategy and pointed out by the Commission’.

Where can one find information on the topics pointed out by the Commission? Can just one health topic, for example kidney disease, be chosen for the health reports required in LOT 1 and the health and economic analysis asked of LOT 2?

**A:** As this contract is a framework contract to run over 3 (maximum 4) years, a variety of health topics (lot 1) / topics for health and economic analysis (lot 2), could be pointed out by the Commission. These topics are in detail not known now, but include those listed in the Health Strategy, the Health Programme and its annual Work Plans and the Health Information Strategy. The topic could be broad or very specific – this may then also determine the length of the report or the complexity of the analysis. The bidder cannot choose the topic; he/she needs to be flexible to prepare reports on any topic requested by the Commission.

#### **Q&A Nr 4 posted on 27.4.2010**

**Q:** The University of XXXXXXXXX, is looking into putting in an offer for one of the EAHC tenders (L-Luxembourg: multiple framework contracts with reopening of competition to support the health information strategy 2010/S 63-092822) and we just wanted to check whether the University can put in a stand alone bid, or whether we need to include European partners?

**A:** It is up to the bidder to choose whether to send a bid alone, in a consortium, with (a) subcontractor(s) or as a consortium and with (a) subcontractor(s). Please also refer to section 4 of the tender specifications.

#### **Q&A Nr 5 posted on 5.5.2010**

- (1) We would like to form a consortium with a company XXXX located in YYYYYY but this firm has no salaried employees, it is formed by three partners who act as consultants to their own company and share fees. Would XXXXX be an eligible partner to form a consortium or we should rather involve them as subcontractors? Consequently, if we include the XXXXX in the tender as subcontractors, can we include their experience to respond to the Criteria that the tenderer has to meet in terms of personnel and past projects/services delivered?
- (2) Regarding the “list of the principal works/services carried out during the last three years by the tenderer, indicating the amount, the date and the recipient (public or private) of each.” Do we need to indicate the value of each of the contracts in euros (=”amount”)? Or it rather means that we should describe the scope (size) of work/service that each of the contracts involved?
- (3) Are we allowed to include projects that some of the members of our company delivered before they joined us, or we need to limit the projects to those which our employees executed after they have joined XXXXXX?
- (4) Regarding the “Technical part” document: There is somehow little explanation regarding its form. Should it essentially correspond to description of how the three deliverables described in section 3.2 of the Technical Specification document will be provided by us? We imagine it should be divided in three parts, each describing how we would execute each of the three kinds of deliverables. If not, could you suggest, from your past experience, how such a document might look like, e.g. a range of pages it should contain?

(5) Regarding delivery of our application to your offices in Luxembourg-the tender Invitation document says (point 3.1) that our application should be dispatched by the 20th of May, whereas later it says that a receipt of delivery should be emailed/faxed to you by the deadline of the 20th of May. Could you please explain which date: delivery or dispatch is binding?

**A:**

1) It is up to the tenderer that in case it submits the offer not as a single tender, in which form it involves a consortium partner or a subcontractor. When deciding on this, all the aspects explained in point 4 of the tender specifications should be considered. Moreover, there are no eligibility criteria for consortium partners or subcontractors in the same sense as there are for the tenderer or the consortium leader (for this, see point 17.1. of the tender specifications and Annex VII – Checklist).

As explained in 4.1 of the tender specifications, in case of a **consortium**, the selection criteria for technical and professional capacity will be assessed in relation to the combined capacities of all members of the consortium, as a whole; therefore the offers must include evidence on this.

For **subcontracting**, please refer to point 4.2 where it is stated that the selection criteria for technical and professional capacity will be applied to the combined capacities of the tenderer and the subcontractors identified whether in the tender or during the implementation of the contract, to the latter in respect of the part of the work that they will perform, therefore the offers must include evidence on this.

This means that in both cases the relevant information and evidence concerning their technical and professional capacity including their experience shall be provided in the offer as requested by the tender specifications.

2) Yes, the tender specifications require that the tenderer indicates the amount of the contracts in EUR. Nevertheless, an approximate amount is considered sufficient. In addition, the description of the scope (size) of the works can also be added, but it is not compulsory.

3) The most important is that it is clear from the offer who (whether the staff member or the company) provided the service and when, therefore if those services relate to the staff member in question in their previous positions, they should rather be included in their CVs since they are relevant when assessing the criteria in point 17.3.1.

4) There is no specific requirement as to how the technical part should be structured and how long it should be. It should describe how you will fulfill the tasks described and produce the deliverables demanded and provide enough information to judge the quality of the offer based on the award criteria.

5) The deadline for dispatching is the 20 May 2010. The receipt we are asking for is the receipt you receive from the post office / courier service when handing the package to them (not a receipt that the package has been delivered to the Commission). If you hand deliver the offer to the Commission service, the deadline is 20 May 2010, 16:00 hours.

**Q:** We have a question regarding the tender specifications for the call for tender for 'Multiple framework contracts with reopening of competition to support the Health Information Strategy'. For lot 1, criterion 2 for the technical and professional capacity of the tenderer states: 'One team member with (at least) 5 years of experience in managing projects funded by the Commission'. We were wondering whether being lead partner for several Work Packages in an EU funded project is also considered to be 'managing', or whether the term 'managing' strictly refers to having been the main partner for an EU funded project as a whole.

**A:** Generally "managing projects" is referring to managing the whole projects as a main partner. Such "projects" are, however, not limited to those co-funded by the EU (Public) Health Programme, they include also other EU funding programmes. The term "project" also includes similar co-funded activities like Joint Actions or the former DG SANCO Health Information Working Parties.

### **Q&A Nr 7 posted on 7.5.2010**

**Q:** I would be grateful if you could answer the following queries as soon as possible on the above tender:

1) In Annex 5 we need to indicate costs for the work – however given that the work area is yet to be specified – it may be difficult to be specific on costings. How would you advise we cost this? What flexibility is there between the costed amount given in this framework contract and the actual costs one can define once one knows the specific issue to be looked into? Would it be better to give a range of costings applying to a range of specific issues/variables?

2) The information required for the tender is clear. Is there however any specific guidance on the format/length of document you wish the tender to follow?

3) Have the 15 member states to which the tender refers already been selected and if so could they be given here.

**A:**

1) Please note that Annex V is divided in several parts. In Part I, Part A1 and A2 are fixed unit prices for the staff and the travel. Part II.B shall contain the indicative unit prices per report for the purpose of the evaluation of the offers, which should be estimated according to the descriptions given in the tender specifications (pages 5-7). Please note that unit prices provided in Part A1 and A2 will be binding for the whole duration of the Framework Contract.

2) If the question refers to the offer to be submitted for the conclusion of the Framework Contracts, then the tenderers shall note that there is no specific requirement concerning the format or the length of the offers; nevertheless, tenderers must cover the requirements and aspects mentioned in the tender specifications. (In addition, tenderers should not forget to fill in Annex Ia 'Tender submission form'.)

If the question refers to the service that will be provided following the reopening of the competition and the signature of the specific contract: the length of the document will depend on the content of the analysis e.g. if more countries are analysed, more pages will be needed. The requirements (including those concerning the length and the format) will be described in the request of specific services at the time of the reopening of the competition.

3) No, the countries for which an analysis is needed are not known now. They will be specified in the specific tender request send to the contractors of the Framework Contract with re-opening of competition, after contract conclusion.

#### **Q&A Nr 8 posted on 7.5.2010**

**Q:** I understand the above tenders will be considered on 3 June and that a 36 month project duration is allocated for Lot 2. Can you advise when tenderers will be advised on the decision on successful tenderer, and for the successful tendered when they should expect each of the three kick-off meetings to take place.

**A:** The date 3 June 2010 is for the opening of the bids received. The evaluation of the offers will take place in the weeks afterwards. The tenderers should then be informed in late summer of the final result and the award decision. A kick-off meeting with each of the contractors shall take place as soon as possible after the contract signature.

#### **Q&A Nr 9 posted on 10.5.2010**

**Q:** Can consortium members be individuals and if so how should they complete Annex VII on Economic and Financial Capacity. Thank you

**A:** Yes, consortium members can be natural persons (see point 4 of the tender specifications): in this case, of course, they do not have to fill in Annex VII on the economic and financial capacity.

#### **Q&A Nr 10 posted on 10.5.2010**

**Q:** XXXXXX wishes to express an interest to bid for the tender 'Framework contract to support the health information strategy' (LOTS 1 and 2). We know, from the tender specification, that you require the expression of interest to arrive by 4.00 pm on 11/05/2010. Could you kindly indicate the format in which you expect to see the expression of interest: i.e. its approximate length and content. Also, do you expect to see two separate expressions of interest for LOTS 1 and 2.

**A:** The deadline for the call for tender for 'the creation of a mechanism for the exchange of knowledge between Member States and European authorities on the scientific assessment of the clinical added value for orphan medicines' (No EAHC/2010/Health/05) is the 20th May 2010. The same deadline applies for all the other calls for tenders published in the area of public health (No EAHC/2010/Health/01-09). This means that the interested tenderers only have to submit (dispatch) their offers before the deadline: for the procedural matters please read the document called 'Invitation to tenderers' available on the website.

There is no expression of interest foreseen in the procedure before this deadline indicated above, since all the call documents are freely available on the website: [http://ec.europa.eu/eahc/health/tenders\\_H05\\_2010.html](http://ec.europa.eu/eahc/health/tenders_H05_2010.html). The date indicated in point IV.3.3 of the contract notice (11 May 2010, 16:00) refers to requests for the call documents, but they are all available on the website. The same deadline (11 May 2010) applies for sending questions to EAHC for more information about the call (see point 9.1 of the Invitation to tenderers).

**Updates/other clarifications: -**