

Subject: Invitation to Tender – Call for tenders No ECHO/A.3/SER/2011/01

Ref.: Open procedure, OJ 2011/S 156-258882

Title: Provision of expertise to assist policy development in Humanitarian Aid

Questions and Answers to the Call for Tender

Date	Question	Answer
31/08/2011	<p>At the bottom of section 2.6 (page 22) of the tender specifications document, we notice that it reads: “!! The thematic expertise required for the activities 1.3.1 Policy support and 1.3.2 Seminars / workshops cannot be subcontracted”</p> <p>Does this clause refer to subcontracted companies as well as subcontracted individuals? Are all technical experts expected to be in-house staff / full time employees from the tenderer / group of tenderers?</p>	<p>This clause refers to subcontracted companies/organisations. Technical experts (individuals) must have a contract with the tenderer/group of tenderers. This could be full time, partial time, permanent or temporary contract.</p>
02/09/2011	<p>We would appreciate to receive an electronic word version of the specifications in order to fill the requested annexes.</p>	<p>Here the word version of the annex</p>
05/09/2011	<p>Pg 15 Paragraph 1.4 / working areas DRR 1st §, 9th bullet : Could you please kindly explain why does 'DRR' appear again in this bullet, while it already appears as a specific area in the first bullet of this list as well ?</p>	<p>The 1st bullet refers to DRR as a working area in itself whereas the 9th bullet refers to DRR as a crosscutting issue to be mainstreamed.</p>
05/09/2011	<p>Pg 22 Paragraph 2.6 / subcontracting In relation to the definition of subcontractor, could you please specify if a subcontractor is a third party operating only for the provision of expertise under the "fees" section of the budget, or does it also include a third party operating some of the "reimbursable" services ?</p>	<p>As stated in the specifications, "Subcontracting is defined as the situation where a contract has been or is to be established between the Commission and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other legal entities for performing part of the service." A printing company, a translation company, a travel agency clearly fit this</p>

	Is a copy shop or a printing company a subcontractor ? A hotel where workshop is held ? A translation company ? a travel agency ? or is there any other definition of a subcontractor and/or of a subcontractor activity falling under the requirements of section 2.6 of the tender dossier ?	definition.
05/09/2011	Pg 19 Paragraph 1.7.2 – Practical test <i>"The European Commission's approval of all staff will be based on examination of the curriculum vitae, possibly supplemented by an interview and a practical test when needed. The Contractor will be requested to bear any costs of any kind incurred for interviews and/or tests."</i> What will be the mentioned 'practical test' made of ?	If needed, practical tests would be defined in line with the expected tasks of the staff.
05/09/2011	Pg 31 Financial proposal – Financial offer <i>"For each category of staff to be involved in the project, the tenderer must specify:</i> <ul style="list-style-type: none"> • <i>the total labour costs;</i> • <i>the daily rates and total number of days (man-days) each member of staff will contribute to the project;</i> • <i>other categories of costs, indicating the nature of the cost, the total amount, the unit price and the quantity. Flat-rate amounts should be avoided. If, exceptionally, they are used, specimen quotations for the flat-rate amounts must be provided."</i> Could you please clarify: Does it mean that the tender must specify - regarding 'labour costs', the foreseen fees and all benefits that will be paid to the expert ? - regarding 'other categories of costs', the detailed costs of all logistic resources (office space and equipment, office running costs, telecom etc...) and other overheads taken into account in the fee rate mentioned in the financial proposal ?	The fee rate must include the remuneration actually paid to the experts, the administrative costs of employing the experts, leave, medical insurance and other employment benefits accorded to the experts by the Consultant as well as the margin, covering the Consultant's overheads, profit and backstopping facilities. The tenderer must not breakdown these costs but indicate an all inclusive fee rate.
05/09/2011	Pg 37 Paragraph 5.23, a) – CV format The required CV format is the 'Europass' format, would the Europeaid/DEVCO CV format, very similar to the Europass format regarding contents, also be acceptable ?	Yes

05/09/2011	<p>Pg 37 Paragraph 5.23, a) – Eligibility</p> <p>May an expert currently in contract with ECHO be included in the pool of thematic experts to be presented in the offer, if his/her contract with ECHO ends before 31/12/2011 or ends at the beginning of year 2012, and if his/her foreseen possible intervention in the programme would be only for a short duration and after the end of his/her current contract with ECHO ?</p>	<p>Yes provided that this expert is not in conflict of interest for the call for tenders. For instance, the expert may not have been involved in the preparation of the tender dossier.</p>
05/09/2011	<p>Nationality</p> <p>Can we consider, as mentioned in the PRAG § 2.3.1 - The rule of nationality and origin – that experts engaged may be of any nationality ?</p>	<p>Yes</p>