Communication to tenderers

Call for tenders ENTR/2010/042
Study on REACH contribution to development of emerging technologies

Questions and answers 1

Question:
Are travel costs to the three meetings with the Commission's project team in Brussels included in the maximum budget of 150 000 Euros?
Answer:
The travel costs of the contractor to the meetings with Commission are included in the total budget of maximum 150.000 EUR.

Question:
Are travel costs of the contractor to the workshop in Brussels included in the maximum budget of 150 000 Euros?
Answer:
The travel costs of the contractor to the workshop are included in the total budget of maximum 150.000 EUR.

Question:
Does the Commission pay for the workshop costs (e.g. venue and catering) from another budget?
Answer:
Yes, the Commission will organise the workshop from different budget than the one intended for the call for tender. This information is mentioned in description of Task 3.

Question:
Does the Commission pay for the travel costs of stakeholders to the workshop from another budget?
Answer:
Commission may reimburse the travel costs of selected speakers. The decision of who exactly will be reimbursed will be taken at a later stage. The costs for reimbursement of travel are from different budget than the one intended for the call for tender.

Question:
Which of the presented timetables is to be followed for the third meeting with the project team in Brussels: the text in tender specifications chapter 2.3.3 OR the table in tender specifications chapter 4.3?
Answer:
The final meeting will be organised within month 10 of the contract. This month is estimated to correspond to January 2012.

Question:
I would like to ask you to give us a confirmation on how to integrate a Subcontracting component of the offer within the formulated table for the financial proposal.
In particular, as within the budget scheme it is not explicitly dedicated line for the Subcontractor, I would like to know if a dedicated line should be inserted within the Other costs, as - for example - "Item X" (in this case, we will name it as "Subcontractor X"); otherwise, could you kindly tell us where should we put this component?
Answer:
We do not impose a particular way of presenting sub-contracting in tenders in the financial offer, you can indicate it as you propose or you can describe the subcontractor costs if there are several items.

Question:
Furthermore, as you requested to explicit the offer (mandays * daily rate), in the case of Subcontracting we would like to know if it's allowed to insert a fixed amount (a quotation without mandays/daily rate, received from the Subcontractor, ans as exceptionally foreseen for the flat amount within Other costs).
Answer:
We do not impose a particular way of presenting sub-contracting in tenders in the financial offer (see above).

Question:
I would like to ask you a clarification on external resources that could be used by the contractor within the tender.
If these "consultants" would be contractualized on a determined time, and within a 2strict collaboration modality" (these external human resources would be working within the facilities and under the constant supervision of the contractor), are these still qualifying as Subcontractors or could them be considered as internal Human Resources (and named individually as "Person X" or "Person Y", within the Financial Proposal)?
Consider that this external resources, differently form "pure" subcontractors, would use the facilities of the contractor (space office, telephone, ordinary mail, electricity, pc, etc.).
Answer:
Please consult the section 1.12 of the Tender Specifications on subcontracting. Subcontracting is defined as the situation where "the contractor, in order to carry out that contract, enters into legal commitments with other legal entities for performing part of the service".