

03/09/2010

**CLARIFICATION
to call for tender
ENV.B.3/SER/2010/0041**

Question 1:

In the Specifications document of the above mentioned Tender it is established, under Task 4, that the contractor:

- will contribute to the organisation of two dedicated meetings of the Expert Group on Natura 2000 management in co-operation with DG ENV and DG AGRI.
- will organise two dedicated technical workshops involving Member States and stakeholders in order to illustrate and review the results of the activities carried out under the previous points and to exchange views and receive valuable inputs for the elaboration of the Guidance document.
- will continue the facilitation of the dialogue with the stakeholders through organisation of 2 meetings of the Expert Group to discuss drafts of the guidance document.

Does the Commission expect that the Tenderer will propose in its bid the specific contents of each of these meetings and workshops, proposing the objectives, contents, planning and possible attendants to workshops?

Answer 1

Yes, the bid should be as detailed as possible in relation to how the tenderer intends to arrange and implement the activities under Task 4.

The bid should provide sufficient clarity in relation to the tenderer's understanding of the objectives and methodology of the tasks to be carried out. In this context, the bid should indicate *inter alia* what would be the appropriate planning, content and audience for the meetings and workshops.

Question 2:

Does the draft guidance document envisaged on page 7 of the Tender specifications correspond with the first draft Guidance document that shall be made available to the Commission within 16 months after the signature of the contract, envisaged on page 9?

Likewise, does the final draft of the Guidance document correspond to the revised draft Guidance document that shall be submitted within 22 months after the signature of the contract?

According Tender specifications, the draft report for Task 3 must be delivered within 12 months of the signature of the contract. After that, the Commission will feedback and the contractor has up to 4 months to deliver the final document of Task 3. This would mean that

this final document for task 3, that would be essential to build the background documents for the meetings of the experts group and for the workshops, would not be ready until approximately month 14.

If the first draft Guidance document has to include the results of the workshops and meetings of the Experts Group, and has to be delivered within 16 months, that would mean that 2 workshops and 2 meetings should be celebrated within two months, between month 14 and month 16, which seems to be a very short period.

However, for the celebration of the 2 last meetings of the Expert Group envisaged on page 8 to discuss drafts of the guidance document, there would be 6 months, the time between the First draft guidance document (month 16) and the revised draft guidance document (month 22), which seems to be a too long period.

Is this interpretation correct?

Answer 2

Yes, the draft Guidance document mentioned in the third bullet point of Task 4 is the deliverable to be submitted within 16 months after signature of the contract and the final draft of the Guidance document is indeed the revised draft Guidance document due within 22 months.

As regards the deliverable for task 3 (report on the case studies), due within 12 months, in case of comments and feedback by the Commission, the contractor has to submit a final document within 4 weeks after communication of such comments.

The meetings of the expert group and the workshops under task 4 do not have to take place after the submission of the final report for task 3, therefore in no case should the first 2 workshops and the first 2 meetings be organised as late as month 14 to 16.

Question 3:

Does the Commission expect a final report on the case studies carried out under Task 3 including contributions from Expert Group meetings and workshops celebrated under task 4, or the draft report on case studies delivered within 12 months of the signature of the contract will be considered as final report once feedback and contributions from the Commission will be included?

Answer 3

The report due under task 3 will only concern the case studies: a draft report is due within 12 months of the signature of the contract. As with the other deliverables, in case of comments by the Commission, the contractor has up to 4 weeks to integrate them and submit the final paper.

Question 4:

The final Guidance document envisaged on page 10 of Tender specifications make is referred to task 4? In the specifications it is stated that it makes reference to task 5.

Answer 4

The final Guidance document referred to on page 10 is indeed related to task 4 and not 5.