



Questions & Answers related to the call for tender VT/2012/004 "Support services for mutual learning within the European Employment Strategy"

NB: This document will be updated if new questions will be answered

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Question 1: On page 13 of the tender specifications, two documents are mentioned to be produced following each Peer Review:

- an executive summary and
- key policy messages.

The next paragraph specifies that “Papers produced in conjunction with Peer Reviews should be made available in English. The summary of the Peer Review should be translated into English, French, German and the language(s) of the host county.”

Thus, from our understanding, “summary” in this case refers to the above mentioned “executive summary”. Is this correct?

Answer to question 1: Yes, it is correct. The summary, meaning the executive summary of each Peer Review, should be translated into English, French, German and the language(s) of the host country.

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Question 2: Section 5.2.3 indicates that the contractor is required to pay for the travel and accommodation of the thematic and national experts, government representatives from each peer country and the core team for the Peer Reviews. We understand that the Host Country is expected to take financial charge of the venue/rooms, audio-visual requirements, interpretation services (the working language will be English), catering (lunch/tea/coffee breaks/evening meal) and other related aspects of the PR (e.g. study visit). Please confirm that this is correct.

Answer to question 2: As mentioned in section 5.2.3., the seminars are to be held in the meeting premises provided by the host country. The Host Country is expected to take financial charge of the venue and the audio-visual requirements.

The core team will help the host country to organize the study visit. In addition it is expected that the contactor will be in charge of financing the study visits.

If interpretation services will be considered necessary by the host country, the host country will be in charge of and finance such an arrangement.

Concerning the remaining inquiries, we expect the bidders to come forward with proposals on the organizational aspects of the Peer Reviews with regard to cost-efficiency. Such proposals will be considered in light of the award criteria that are mentioned in section 14 of the tender specification VT 2012/004.

Question 3: Section 5.2.3 (Papers to be produced following each Peer Review) indicates that the Summary of the Peer Review should be translated into English, French, German and the language(s) of the Host country. Please confirm that 'Summary' refers to the two page 'Executive Summary'.

Answer to question 3: The summary, meaning the executive summary of each Peer Review, should be translated into English, French, German and the language(s) of the host country.

Question 4: Section 5.2.4 (Thematic events): We would be grateful if you could give us an indication of the minimum number of Thematic events expected.

Answer to question 4: We expect the bidders to come forward with proposals on the frequency, organisational and logistical aspects of such events. Such proposals will be considered in light of the award criteria that are mentioned in section 14 of the tender specification VT 2012/004.

Question 5: Section 5.2.4 (Thematic events) indicates that the proposed activities should be organized in Brussels for 100-120 participants. Please confirm if this is the expected number for each event or overall. We would appreciate if you could give us an estimation of how many people are expected to be 'local' and therefore they will not require travel and accommodation. Please indicate if a cut-off point will be agreed since when participants will not be eligible for travel and accommodation.

Answer to question 5: It is expected that each thematic event will be organized for 100-120 participants. With regards to the question concerning the number of local participants and "a cut-off point", we expect the bidders to come forward with proposals on organisational and logistical aspects of such an event with regard to cost-efficiency. Such proposals will be considered in light of the award criteria that are mentioned in section 14 of the tender specification VT 2012/004.

Question 6: Section 5.2.4 (Ad Hoc technical support): Please clarify which costs are expected to be covered by the contractor (e.g. travel, accommodation, interpretation, venue, catering.) and the expected number of participants in these activities.

Answer to question 6: The core team will provide full logistical support (incl. financing) for all participants, travel and accommodation. We expect the bidders to come forward with proposals on organisational and logistical aspects of such activities (incl. the number of participants) with regard to cost-efficiency. Such proposals will be considered in light of the award criteria that are mentioned in section 14 of the tender specification VT 2012/004.

Question 7: Section 5.2.4 (Database of best practices): We would be grateful if you could provide some indication on the scope of the ‘best practices’ to be collected and expected format and length of the information.

Answer to question 7: We expect the bidders to come forward with proposals on the scope, collection, format and length of the database of the best practices. Such proposals will be considered in light of the award criteria that are mentioned in section 14 of the tender specification VT 2012/004.

Question 8: We would be grateful if you could give us an indication of the expected length of the Annual thematic synthesis report.

Answer to question 8: The Annual thematic synthesis report should have approximately 20-25 pages.