



**Questions & Answers related to the call for tender**

**VT/2012/005 "European Employment Policy Observatory (EEPO)"**

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

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**Question 1:**

Section 4.1.2 i) says that the core team will establish ONE network of experts (pool of independent experts). The section at the top of page 12 (Expertise related to the Network of experts) does then limit the number to 12, i.e. three representatives from PES and 9 academics/researchers. However, according to Section 4.2.1, one of the main tasks of the network of experts is to deliver country-specific monitoring, analysis and assessment and the second paragraph reads that country experts will provide ... reports on their respective country. It is not clear to us whether the tender here refers to another external group of country experts.

Could you please therefore confirm:

that the country experts mentioned do not need to be identified by the tenderer

that the tender is expected to set up one network of thematic experts

that the number of the thematic experts is limited to 12 as suggested on page 12.

***Answer to question 1:***

The sentence on page 12, paragraph 1, has to be read as: "(...) The contractor should ensure that, among the independent experts, three shall be representatives or former representatives of employment services (public, private, third sector, municipalities), nine should have academics and/or research expertise (in employment services and job mobility policies)".

We also refer to the information contained in the whole sections 4.1.2. (pages 10-14) and 4.2. (pages 14-19), as well as to section 4.6.

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**Question 1b)** (See Q&A 1 above):

The answer replies to one of my questions but not to the one of whether the tenderer is expected to set up also a network of country experts. This is not very clear from sections 4.1.2 and 4.6 you refer to.

***Answer to question 1b):***

For an orientation on the quantification of the experts, please look in detail into the information contained in section 4.6.

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**Question 2**

Could you confirm how many days the EERD conference (4.3.b) and the national seminars (4.3.c) should last?



***Answer to question 2:***

Clear details on the possible duration of these events are provided in the sections referred to. Furthermore, the details provided in section 4.6 of the tender should be carefully considered. For an orientation on the duration of the EERD event, we can inform that in the past this type of meeting usually lasted about one day. Please note however that in section 4.3.b. of the tender specifications, concerning the organisation of the EERD conference, it is stipulated that "The tender proposal should include a suggestion of a format for organising this type of event".

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**Question 3**

A question regarding the EEPO tender, and specifically regarding item 4.3.g - Organisation of Network Expert meetings: Will consideration for any venue or catering costs have to be taken into account for these meetings? If so, approximately how many people do you expect to attend these meetings?

***Answer to question 3:***

The introduction in section 4.3 should be carefully considered. Concerning the specific question on the venue, priority should be given to organise the meeting within the Commission premises. Regarding the question on the expected attendance of the meetings concerned, please carefully read the relevant details in section 4.6 of the tender.

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**Question 4**

Is there any budget format you request for the tender?

***Answer to question 4:***

We refer to the information contained in section '6. Prices' (pages 32-34) of the tender specifications.

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**Question 5**

On the Invitation Letter you specify that if submitting a tender **by post (registered letter) or by courier**, that the address the tender should be sent to is:

European Commission  
Employment, Social Affairs and Inclusion DG  
C/1 European Employment Strategy  
Rue Joseph II, 27  
B-1049 Brussels  
Belgium

However, the letter then states that if submitting by courier or by hand, tenders should be sent to the following address:

**By post:**  
CALL FOR TENDERS



[VT/2012/005]  
European Commission  
Employment, Social Affairs and Inclusion DG  
C/1 European Employment Strategy  
For the attention of Santiago Loranca Garcia  
Rue Joseph II, 27  
B – 1049 Brussels  
Belgium

**By courier or by hand:**

CALL FOR TENDERS  
[VT/2012/005]  
European Commission  
Employment, Social Affairs and Inclusion DG,  
C/1 European Employment Strategy  
For the attention of Santiago Loranca Garcia  
Avenue du Bourget 1  
B-1140 Brussels (Evere)  
Belgium

Can you please clarify to which address we submit a tender to, if we send by courier?

**Answer to question 5:**

We confirm that the information specified under point 3 of the invitation letter was not fully correct. The content should have read as follows:

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3. Tenderers shall submit tenders by 18/02/2013 at the latest:
  - a) either by post (registered letter) or by courier (including private messenger service) not later than 18/02/2013, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below.
  - b) or delivered by hand not later than 16.00 hours on 18/02/2013 to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery.

The department is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

<p><u>By post:</u> CALL FOR TENDERS [VT/2012/005] European Commission Employment, Social Affairs and Inclusion DG C/1 European Employment Strategy and Governance For the attention of Santiago Loranca Garcia</p>	<p><u>By courier or by hand:</u> CALL FOR TENDERS [VT/2012/005] European Commission Employment, Social Affairs and Inclusion DG, C/1 European Employment Strategy and Governance For the attention of Santiago Loranca Garcia</p>
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B – 1049 Brussels Belgium	Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium
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A corrected version of the invitation letter will also be published on the 'Call for Tender' Europa webpage (<http://ec.europa.eu/social/main.jsp?catId=625&langId=en&callId=371&furtherCalls=yes>), with an alert banner, so that all potential tenderers will be informed of the corrigendum simultaneously

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### **Question 6**

Can you confirm the annual payment arrangements for the EEPO contract as the following two references present two different approaches:

- Section 7.1 of the TOR makes reference to first and second interim payments equal to 15% and 35% of the total value of the contract respectively.
- Section I.4.2 of the draft contract (special conditions) refers to a single interim payment of 50% at the end of month six.

Linked to the above and article 1.1 of the draft contract please confirm whether a pre-financing agreement would be available.

### ***Answer to question 6:***

The details regarding payment arrangements, including on interim payments and pre-financing, as specified in Article I.4 'PAYMENTS' of the draft contract, and in section 7.1. 'Interim payment' of the EEPO tender specifications, are correct and not contradictory. For information, please carefully read below the relevant texts copied from the respective documents.

#### **In the draft contract:**

#### **ARTICLE I.4 – PAYMENTS**

##### **I.4.1. Pre-financing**

*Not applicable.*

##### **I.4.2 Interim payment**

*The Contractor shall submit an admissible invoice indicating the reference number of the Contract for an interim payment of maximum EUR 850 000.00 equal to 50 % of the total amount referred to in Article I.3.1.*

*Invoices for interim payment shall be admissible if accompanied by a progress report in accordance with the instructions laid down in Annex I.*

#### **In the tender specifications:**

##### **7.1. Interim payment**

*Interim payments will be ruled by the following procedure:*

##### **First interim payment**

*The Contractor shall submit an admissible invoice indicating the reference number of the contract for the interim payment of maximum EUR 255,000.00 equal to 15% of the total amount referred to in Article 1.3.1 of the contract.*



*The invoice for first interim payment shall be admissible if accompanied by the inception report in accordance with the instructions laid down in section 5.*

***Second interim payment***

*The Contractor shall submit an admissible invoice indicating the reference number of the contract for the interim payment of maximum EUR 595,000.00 equal to 35% of the total amount referred to in Article 1.3.1 of the contract.*

*The invoice for second interim payment shall be admissible if accompanied by the interim report in accordance with the instructions laid down in section 5.*

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**Question 7**

Concerning the reimbursables, the introductory paragraph in section 4.3 states 'the contractor, through the core team and in liaison and consultation with the Commission will be in charge of the overall organisation, coordination and financing of all the events.' With the exception of the EERD meeting all of the other references to organising meetings refer to handling the reservation of accommodation and travel for a maximum number of reimbursed participants. Is the contractor expected to pay for accommodation, travel and other incidental reimbursables for all participants in these events as well as arrange accommodation and travel?

***Answer to question 7:***

Concerning the information contained in section 4.3. 'Organisation of meetings and seminars for the EEPO', and more specifically regarding the financing of the events expected from the contractor, we confirm the indications detailed in the introductory paragraph of section 4.3. 'Organisation of meetings and seminars for the EEPO'

Please also note that for the organisation of some of the events, such as in section 4.3.b. (EERD conference) and section 4.3.g. (Network Expert meetings) of the tender specifications, it is stipulated that "The tender proposal should include a suggestion of a format for organising this type of event". Hence we expect the bidders to come forward with proposals on organisational and logistical aspects of such activities with respect to cost-efficiency.

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**Question 8**

**a):** There is no mention of subcontracting in the Tender Specifications document. Please can you advise what documents, if any, subcontractors need to supply for the administrative part of the tender, other than their Europass CVs?

**b):** can you also advise what documents, if any, external experts need to supply for the administrative part of the tender, other than their Europass CVs?

***Answer to question 8 a) and b):***

All information and details regarding the documents to be provided in the context of this tender are specified in sections 10 and 11 of the Administrative part (pages 35 to 39), and in Annex I (pages 43 to 45), of the tender specifications.

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### **Question 8 c)**

In the Tender Specifications document there is no mention of subcontracting. The information in section 9 refers to groupings and consortiums and I can clearly see that all members of a grouping or consortium must supply the documents requested in sections 10 and 11 on pages 35 – 39. However, if a tenderer will not be forming a consortium but will be using subcontractors for some of the work instead, there is nowhere in the tender specifications that advises which administrative documents subcontractors need to provide. For a number of subcontractors who are individuals it would not be possible to provide financial information. Can you advise whether providing a Europass CV and a Letter of Intent from each subcontractor will be sufficient?

### ***Answer to question 8 c)***

We would like to observe that the information and requirements as specified in section 9 only concern groupings of economic operators or consortia. Nonetheless, as an orientation, in reply to your query regarding the documentation to be provided and for the other activities covered by the contract, we refer to the information contained in section 11.2 'Technical capacity'. Please also pay attention to the specific information in section 11.2. 'Technical capacity' – The core team – bullet 4.

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### **Question 9**

Point a) in the Economic and financial capacity section requests 'Proof of turnover of the last financial year at least equivalent to 100% of the price of the contract'. Please can you advise whether a Statement of Turnover signed by a legal representative of our company will cover this point. If this does not suffice please can you advise of the type of document you would like to see to cover this point?

### ***Answer to question 9:***

The tenderer can provide a Statement of Turnover, signed by a legal representative of the tenderer's company and the stamp of the company. However, to complete this statement the tenderer needs to provide the annual balance sheet and profit and loss account for the two last financial years. We refer to the relevant detailed information provided in section 11.1 'Economic and financial capacity' of the EEPO tender specifications.

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### **Question 10a)**

**Summary table of tasks to be performed:** We assume that the table should include the number of estimated days for all experts, i.e. national, thematic and core team it refers to all deliverables, country specific and thematic, as well as events. We are not sure therefore of the meaning of the row Total days/country group just before the Overall total, i.e. not all experts can be allocated to country groups. Could you please clarify?

### ***Answer to question 10a):***

Please note that in section 4.6. 'Indicative time allocations for experts activities', in the summary table of tasks to be performed, the row on page 29 'Total days/country group' just before the 'Overall total', is an editorial error and should not be considered as part of the table.



### **Question 10b)**

**Overview of missions:** The tenderer should propose a summary table with an indicative mission forecast but the table is already included. Can you please clarify what should be included here? Is it financial provisions that it is being referred to?

#### ***Answer to question 10b):***

The summary table in section 4.7 'Overview of missions' (page 29) sets a framework as an orientation for the tenderer to provide more detailed information on the budgetary implications.

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### **Question 11 (received on 11 February 2013)**

Can we assume that the contractor can use the DG EMPL framework contract with DG SCIC to cover interpretation and webstreaming costs for the EERD meeting and the annual high level stakeholder conference?

#### ***Answer to question 11:***

We would like to refer to point **IV.3.3) 'Conditions for obtaining specifications and additional documents or descriptive document'** of the contract notice, published in the context of the call for tender EMPL VT/2012/005 (<http://ec.europa.eu/social/main.jsp?catId=625&langId=en&callId=371&furtherCalls=yes>), stipulating that **'the time limit for receipt of requests for documents or for accessing documents is 07/02/2013 at 16:00'**.

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