

**Questions & Answers
On the
Invitation to tender nr.**

**"Benchmarking strategic options for European shipping and for the
European maritime transport system in the horizon 2008–2018"**

Contract notice: **OJ S 188-228482**

Time-limit for receipt of tenders: **16/11/2007**

Date: 9 November 2007

Before submitting any written question to the Commission, the tenderers should consult this frequently asked questions section relating to the invitation to tender. Questions and answers are published here with full respect to the anonymity of the enquiring tenderers.

Question 1

How many members do you foresee for the panel of high level experts ?

Answer 1

A maximum of 5 members is foreseen.

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Question 2

Do the tenderers have to provide an indicative list of possible names for those experts?

Answer 2

No.

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Question 3

Do the "costs related to the work of the panel of high level experts" (page 13) cover:

- the travel costs of the experts for attending the plenary meetings and the conference
- the person-days spent by the experts to work on the study ?

If yes, are the person-days for the experts included in the 350 person-days (max.) mentioned page 15 ?

Answer 3

All the costs related to the work of the panel of high level experts shall be part of the financial proposal to be submitted by the contractor (cf page 13)

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Question 4:

Return on investment (page 13) - It is understood that each recommendation that will be made during the last phases of the study will include an estimation of the associated return on investment. Is it correct?

Answer 4

The first paragraph of page 13 refers to the benchmarking of alternative strategies (Part D of the study). The requirement of the estimation of return on the investment applies only "where appropriate" (cf. footnote nr 6). In other words, it applies in case of measures involving investments

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Question 5

Could you please clarify whether a company recently established, i.e., which cannot provide proof of its financial and economic capacity for the last three financial years, can take part in the tendering procedure?

Answer 5

The fact that a company is a recently established one does not exclude it from the tendering procedure. Nevertheless, the company will have to submit proof of its financial and economic capacities.

This can be done by means of other documents, like, e.g., a document certified by a public authority detailing the status and resources of the company, balance sheet of the past 6 months, a document from a bank or an endorsement from another partner, etc. (please note that this list is indicative – a company might have other documents in proof of its financial and economic capacities.

Of course, if retained finally, the company will have to provide a bank guarantee for the pre-financing sum.

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Question 6

ToR p.13: European conference: we understand that the conference itself is organised by the Commission itself. We understand that the consultant is expected to give a presentation on the findings of the study and provide a summary and hand-outs for the attendants. Is it correct that no budget except for own time spent and travel to/from conference venue needs to be included in the proposal budget?

Answer 6

In respect of the conference, the proposal budget should include all expenditure items related to the tasks detailed in the specifications, inter alia Attendance of the contractor and all material required to present adequately to the audience the preliminary results of the study (cf point b, p.13)

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Question 7

ToR p.14 states "The contractor will assist the Commission in the organisation of a Conference after the delivery of the draft final report". Does this concern the same conference as mentioned on p.13 where it states "The conference will be organised by the Commission in Brussels, during the second quarter of 2008."? If so, what kind of assistance is requested from the contractor other than presenting this specific project?

Answer 7

There will be one conference only. The kind of assistance requested from the contractor is explained in page 13, point b.

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Question 8

The terms of contract (p.16 item II.4) state that "Each member (of a consortium) must provide all the necessary documents for assessing the bid as a whole with regard to the exclusion criteria, selection criteria (*) and award criteria". However in section III.2.1 (.18) it is stated that "In the case of a grouping, this form must only be provided by the person heading the project". Thus, should it be provided by all consortium members or only by the consortium leader?

Answer 8

As stated in the invitation to tender, each member must provide all the necessary documents for assessing the bid as a whole with regard to the exclusion criteria, selection criteria (in their entirety) and award criteria.

However, in case of consortium or grouping tendering together some documents have to be provided only by the person heading the project (consortium leader). The concerned documents are:

- The **bank identification form**

http://ec.europa.eu/budget/execution/ftiers_en.htm

- **The legal entity form**

http://ec.europa.eu/budget/execution/legal_entities_en.htm

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