

Question & Answers
on the
Invitation to tender n° TREN/E1/409-2007

A study on passenger transport by coach in Europe

Contract notice: 2007/S 208-251920

Time limit for receipt of tenders: 20/12/2007

Before submitting any written question to the Commission, the tenders 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.

Regarding the information provided in the ToR on how the financial proposal should be drafted (section III.2.3 page 16)

Question 1

In the indication "for each category of staff involved in the project, the tender must specify the total labour costs, the daily rates and other categories of costs..". In this respect, please provide further details on the items that should be included under the category "total labour costs".

Answer question 1

Total labour costs is supposed to be the sum of **the daily rate of each member of staff multiplied by the** total number of days (man/days) each member of staff will contribute to the project.

Concerning the stakeholder workshop:

Question 1

Concerning the stakeholder workshop, is this meeting to be organized in Brussels?

Answer question 1

Yes.

Question 2

Will the European Commission give support in terms of availability of the conference hall, eventually at the EC Conference Centre (CCAB)?

Answer question 2

Yes.

Question 3

Does the contractor have to organize only the workshop event (invitation, discussion papers, agenda, etc.).

Answer question 3

Yes.

Question 4

Does the contractor have to assist stakeholders in finding accommodation?

Answer question 4

No.

Question 5

Is the contractor also required to bear the other costs of the event such as travel and accommodation costs for the delegates?

Answer question 5

No.

Question 6

Or just indicate potential hotels?

Answer question 6

Yes.

Concerning tasks:**Question 1**

Task 1:

Tenderers are encouraged to concentrate the data collection activities on a limited number of regionally representative countries. Has the Commission already specific country groupings defined?

Answer question 1

Not for the purpose of this study. Consultants are encouraged to identify regionally representative countries considering the specific nature of the coach industry and also the availability of data.

Question 2

Task 4:

Page 11: What does it mean "a representative sample of coach operators and their drivers"?

Answer question 2

A representative sample that reflects the structure and diversity of the coach transportation market.

Question 3

Task 5:

Which costs (premises, catering, material such as brochures, etc.) have to be included in the cost calculation for the stakeholder workshop?

Answer question 3

Premises and catering no, cost of providing workshop materials for the workshop, yes.

Question 4

Task 5 (Workshop):

How many participants would have the workshop?

Answer question 4

Maximum 100 people.

Question 5

Task 5 (Workshop):

Can a participation fee be collected?

Answer question 5

No.

General:

Question 1

The form sheet in Annex 1 says that the tender would have to provide a "description of statutory social security cover (at the level of the Member State of origin) and non-statutory

cover (supplementary professional indemnity insurance) [footnote for natural persons]". Does the whole paragraph apply only to natural persons (so that the tender do not have to provide these documents) or does the footnote apply only to the last part in parenthesis (in which case we would have to supply the description of the statutory social security cover)?

Answer question 1

The footnote applies only to the last part in parenthesis.

Question 2

What does it mean "description of statutory social security cover"?

Answer question 2

It is the social security arrangement the company or the company's employees have and which is mandatory under national legislation.

Question 3

The tender must be submitted in triplicate. Does each copy have to include the original documents (like the proof of registration document)?

Answer question 3

The tender must be submitted in triplicate: **one original** and **two copies** are sufficient.

Question 4

VAT in Germany:

The legal entities form has to be provided with the VAT registration document (original or certified copy). What we can provide is a copy of a document, which a legal office received on demand from the "Bundeszentralamt für Steuern" (Federal tax department). It contains our VAT number and our company address. This document states to be valid without signature (due to its automatic generation). Does this suffice for the tender? Besides we will provide a company registration (original).

Answer question 4

The original document or a photocopy is OK. However in Germany there are two VAT's. The one that is needed is the one that starts with "DE-".

Question 5

In the tender specifications attached to the invitation to tender it says in paragraph IV.1.3.1 that "each tenderer (including subcontractors...) shall provide a declaration on their honour, duly signed and dated, stating that they are not in one of the situations mentioned above" (which is the document in annex 4). Paragraph IV.1.3.4 states that only subcontractors whose part is above 20% of the contract value have to provide this declaration (annex 4). The annex 4 document says explicitly that "each service provider, including subcontractor(s)" must sign the document. Which statement is correct?

Answer question 5

If the tender is submitted on behalf of a consortium, each member has to provide the declaration. Regarding subcontractors, only subcontractors whose part is **above 20%** of the contract value have to provide this declaration (annex 4).

Question 6

Is a standard format for a CV required?

Answer question 6

The use of the European template CV is not obligatory but it is advised.

Templates of the European CV can be found on the site:

<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate/navigate.action>