

Questions & Answers
on the
Invitation to tender n° TREN/F1/348-2008

**A framework contract to provide expertise and related technical and logistical support
for assistance to third countries in the field of aviation**

Contract notice: OJ S 58-77537
Time limit for receipt of tenders: 15-05-2008

Question:

The Tender Specifications document states (paragraph I.7, page 5) that the estimated amount of work involved in the contract is approximately 50 days. Does DG TREN expect that the framework will be extended to additional years, and if so, what is the expected amount of work in each subsequent year?

Answer:

Paragraph I.5 of the Tender Specifications states that "The framework contract will be concluded for a period of one year from the date on which it is signed by the last contracting party, and may be renewed three times, by means of an amendment. The total duration of the framework contract will not exceed four years from the date it is first signed."

At this stage, it is not possible to give an estimate of amount of work for each subsequent year. It is expected to remain at the comparable level.

Question:

The Tender Specifications document states a requirement under Fields of Competence, a requirement for competence with the "environmental compatibility of products" (paragraph I.2, page 4). Please could you clarify what is meant by this - does it, for example, relate to the environmental status (e.g. ICAO noise certification limits, Chapter 2, 3 or 4) of aircraft operated in the third country?

Answer:

This competence relates to EASA type certifications (concerning not only safety but environment as well) and which includes noise certification limits.

Question:

Structure of the tender (page 7, paragraph III.2)

Please confirm that Section 1, 2, 3 have to be presented in one tender document?

Answer:

Yes, all sections (administrative proposal, technical proposal and financial proposal) are to be presented in one tender document. As indicated in the Invitation to tender, point 2, the tender must be submitted in triplicate. Please see also invitation to tender, point 3, stating that tenders must be placed inside two sealed envelopes, one inside the other. The non-compliance with these formal conditions will entail the rejection of the bids at the opening session.

Question:

Provision of documents for Annex 1 (page 1 Identification of the Tenderer): Do we have to describe the statutory and non-statutory status as well or is non-statutory status foreseen for natural persons only??

Answer:

Description of the non-statutory social security cover is required for natural persons only (see Annex 1, footnote n°4)

Question:

To which Section Annex 4 the Exclusion Criteria of have to be added? (page 11; paragraph IV.1.3.)

Answer:

There is no obligation to add it to any particular section. However, it seems coherent to include it under the administrative or the technical section, as assessment and award of the contract starts by checking exclusion criteria, thus, whether tenderers can take part in the tendering (see Part IV, p. 9 of the Tender Specifications).

Quote:

"All the information will be assessed in the light of the criteria set out in these specifications. The

procedure for the award of the contract, which will concern only admissible bids, will be carried out

in three successive stages. The aim of each of these stages is:

- 1) to check on the basis of the exclusion criteria, whether tenderers can take part in the tendering procedure;
- 2) to check on the basis of the selection criteria, the technical and professional capacity and economic and financial capacity of each tenderer;
- 3) to assess on the basis of the award criteria each bid which has passed the exclusion and selection stages."

Question:

To which Section the description of Economic and Financial Capacity has to be added? (Page 12; paragraph IV.2.1.)

Answer:

There is no obligation to add it to any particular section. However, it seems coherent to include it under the technical section (see Part IV, p. 9 of the Tender Specification).

Question:

To which Section the description of Technical and Professional Capacity has to be added? (Page 12; paragraph IV.2.2.)

Answer:

There is no obligation to add it to any particular section. However, it seems coherent to include it under the technical section (see Part IV, p. 9 of the Tender Specification).

Question:

Please specify what "...In-house available" information should cover? (page 13, paragraph IV.2.2.)

Answer:

"In-house available information" covers all information allowing efficient mobilisation of experts, e.g. database of CVs of experts, database of contact details (of e.g. consultancy firms, public administrations, universities, industry associations, etc.).

Question:

Question with reference to item IV.2.2 Technical and Professional Capacity Curricula Vitae: CVs should be presented, preferably, in accordance to Recommendation of a common EU Format (OJ L 79 of 22nd March 2002), Europass format.

Our company already has tendered for several EU-EuropeAid Projects, using the common Standard EU CV format for these programmes. All of our experts are available in this CV format.

Is it possible to submit these CVS as well as they match qualifications and project experience in a very good manner and represent another EU Standard?

Answer:

Yes, it is.

Question:

In the RFQ document on page 4, Par I.2.(a) B vi., one of the fields of competence is "aviation industry". Is it possible to specify more precisely what is meant by that, since the term "aviation industry" as such opens a very broad scope?

Answer:

The field of competence "aviation industry" should cover mainly the airline industry, e.g. European and Global markets, airlines economics and business models, functioning of alliances, etc.

Question:

In III.2.3 Financial Proposal it states that the price must be a flat rate and include all administrative costs 'with the exception of travel expenses, which will be reimbursed ...'.

Does this also include subsistence and any costs directly related to organising meetings and seminars (e.g. hire of meeting rooms, printing, copying, seminar tea/coffee etc)?

Answer:

The "price per man-day" should include all related costs, with the exception of the travel expenses as indicated in chapter III.2.3. Please note that, as indicated in the same chapter, the financial proposal should include separately the "price per man-day" for the "Technical assistance support" part of the contract and for the "Organisational support" part of the contract, which are described under chapter I.2, point (a) and (b), page 4, respectively.

Question:

Do all the nominated technical assistance experts need to be charged at one (average) price per man-day, or would it be possible to have a number of different rates for the technical support?

Answer:

There should be one price quotation.

Question:

Does the estimate of 50 man-days for the first year (I.7) include organisational support days?

Answer:

Yes, the estimate 50 man-days for the first year include both the technical assistance support and the organisational support.

Question:

Can the administrative, technical and financial proposals all be submitted in one bound document?

Answer:

Yes, all sections (administrative, technical and financial proposals) are to be presented in one tender document (please also refer to FAQ, question on structure of the tender).