FREQUENTLY ASKED QUESTIONS

7 April 2009

INVITATION TO TENDER N° TREN/A4/124-2/2009

"Study on Public Transport SMART Cards"

1. *Which is the economic amount or budget provision for this contract?*

   As indicated in point I.6 of the terms of reference of the above mentioned call for tender "The amount of work to carry out this contract is assessed at 125 man-days". It is up to the tenderer to make an offer to the Commission for the completion of this work. As indicated in point IV.3 of the terms of reference paragraph b "The contract will be awarded to the tender which offers the best ratio quality/cost".

2. *How many EU countries are expected to be the object of this survey and which countries are preferred (if any)?*

   The tender specification document sets out the purpose, tasks and award criteria for submitted tenders. There are no additional guidelines. Any issue which is not covered by the tender specification is therefore left at the discretion of those tendering.

3. *Are there any pilot studies or preliminary studies relevant to the study on smart cards?*

   One of the tasks described in the tender specification under Section I.2 is to provide "Comprehensive documentation and assessment of current urban and suburban tariff systems worldwide. It is therefore up to those tendering to conduct a survey of available studies, as appropriate.

4. *How many organisations / people can be involved (min. and max.) and from how many different Member States?*

   The conditions for participation of groups of service providers and subcontractors are set out in the TENDER SPECIFICATIONS attached to the Invitation to Tender, under Section II "Terms of Contract".

5. *Can the reports and documents produced during the study be submitted in any one of the official languages of the European Union?*

   According to the article I.3.3 corrected of the tenders specifications attached to the invitation to tender, the reports produced during the study have to be submitted in English.

6. *What is meant by "The tenderer should demonstrate that he has access to the information required for the good execution of the tasks referred in the tender"?*

   This does not refer to any particular source of information. Any contributing organisation should provide proof that they will have access to all information sources and information service providers to be consulted in the course of the study and which are specified in the tender (e.g. that they are registered subscribers to a specialist database needed for the study).

7. *What is the common European format for curriculum vitae?*

   The CVs shall be presented, preferably, in accordance to the Commission Recommendation on a common European format for curricula vitae, published in OJ L79 of 22 March 2002, p.66.

   http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:079:0066:0072:EN:PDF

8. *What is meant at IV.2.2. of the Invitation to Tender by: "the list of the main services and tasks delivered during the last five years as well as related amounts, dates and beneficiaries with mention of the sector they belong to" ?*

   Section IV.2.2.the Invitation to Tender states "Technical and professional capacity – References required", the tenderer should demonstrate sound and proven working experience in the areas relevant to the tender, including a list of the main services and tasks delivered during the last five years as well as related amounts, dates and beneficiaries with mention of the sector they belong to (private/public).

   Tenderers should provide a list of the main services and tasks they have carried out during the last five years in the areas relevant to the tender. These services and tasks will normally be studies and research tasks. Tenderers should also indicate the prices for these services ("related amounts"), the dates of performance and the orderer ("beneficiaries") with mention of the sector they belong to (private/public).

9. *Which documents should be provided by each participant to the consortium regarding economic and financial capacity?*

   As stated in Section "IV.2.1. Economic and financial capacity – References required" Tenderers must provide proof of their financial and economic capacity by means of the following documents: the balance sheets or extracts from balance sheets for the last three financial years, and a statement of overall turnover and turnover relating to the relevant services for the last three financial years.

   This rule *applies to all service providers, regardless of the percentage of tasks they intend to execute,* once they have chosen to submit a tender. However, if the tender includes subcontractors whose tasks represent less than 20% of the contract, those subcontractors are not obliged to provide evidence of their economic and financial capacity.

10. *What proof of financial and economic capacity has to be provided in the case of a tender submitted by an (not for profit) industry association, when certain activities will be carried out by its member companies?*

Tenderers must provide proof of their financial and economic capacity. The proof must be supplied in respect of all service providers involved, regardless of the percentage of tasks they will execute. These service providers must therefore submit their balance sheets or extracts from their balance sheets for the last three financial years, and a statement of overall turnover and turnover relating to the relevant services for the last three financial years. This is not necessary if the service providers are engaged as subcontractors to the tenderer and their tasks represent less than 20% of the contract, cf. reply to question 9 above.

When analysing the financial and economic capacity of the tenderer, the Commission will take into account factors such as the existence of a grouping or the participation of an industry association together with some of its members.

11. *What is the definition of a user? - does it include citizens/travellers AND/OR adopters (e.g. operators)?*

Both categories of users may be considered.

12. *The tender notes that "significant effort" would be devoted to a "survey of users of existing smart payment systems". If the definition includes travellers, do you envisage primary data collection (ie original surveys/group interviews)?*

Survey technique is left to the discretion of the tenderer.

13. *Where the staff employed are of varying seniority, should staff costs be quoted as a daily rate per member of staff contributing to the project or can an aggregate composite rate be used?*

As provided for in the Tender Specifications document, under III.2.3. Section Three: Financial proposal:

For each category of staff involved in the project, the tenderer must specify:

• the total labour costs;

• the daily rates and total number of days (man/days) each member of staff will contribute to the project;

• other categories of costs, indicating the nature of the cost, the total amount, the unit.

Therefore a composite rate may NOT be used.

14. *Is there any specific EC rule in calculating professional rates?*

Rates must be actual staff rates, complying where applicable with the tenderer's national accounting practices and approved by company auditors.

15. *Could you please clarify whether the assessment of the 125 man-days is correct? And in how far do the 125 man days fit to the 15 months?*

It is confirmed that the effort is assessed at 125 man days of effort, providing an indication of the level of study expected. The 15 months is an upper limit for the duration of the contract as indicated in the point I.4 of the Tender Specifications.

16. *The "tender specifications" at point I.4 read: "The duration of the tasks shall not exceed fifteen months" but Annex 5 "Draft service contract" at article I.2, point I.2.3 reads: "The duration of the tasks shall not exceed 12 months".*

The duration of the tasks shall not exceed fifteen month as indicated in the point I.4 of the Tender Specifications.

17. *Several industrials composing our group underlined the fact that information about their turnover relating to the relevant services for the last three financial years are confidential and that they cannot provide this kind of information in the file for the tender. Would a statement on of overall turnover be sufficient?*

According to point IV.2.1 of the Tenders specifications attached to the invitation to tender: "Tenderers must provide proof of their financial and economic capacity by means of the following documents: the balance sheets or extracts from balance sheets for the last three financial years, and a statement of overall turnover and turnover relating to the relevant services for the last three financial years".

The Commission is bound to confidentiality in respect of any information received in the framework of this tender.

18. *On page 17 of the Tender Specifications attached to the invitation to tender, it is written under the headline "remark" "The tenderers will be waived of the obligation to submit the documentary evidence above mentioned if such evidence has already been submitted for the purpose of another procurement procedure launched by Directorate General for Energy and Transport and provided that the documents are not more than one year old starting from their issuing date and that they are still valid." Does this waiver comprise the legal entities form (Annex 3) as well, or are we obligated to generate this form again?*

If the documentation requested is covered in the Remark, the tenderer must declare on his honour that the documentary evidence has already been provided in a previous procurement procedure launched by *Directorate General for Energy and Transport* , specifying the reference of the call for tender for which the documents have been provided, and confirm that no changes in his situation have occurred.