

FREQUENTLY ASKED QUESTIONS

INVITATION TO TENDER No. TREN/A4/103-2/2009

"Study on Urban Access Restrictions"

8 April 2009

1. *Will the results from the "Study on Urban Access Restrictions become public?*

The European Commission intends to publish the results of the "Study on Urban Access Restrictions".

2. *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".

3. *Existing restrictions scheme shall be verified against the EU legislation or also National Legislation of EU 27 countries?*

This is not specified in the terms of the reference of this tender.

4. *What should be the scope of the legal assessments?*

As indicated in the terms of reference the study must include a full impact assessment and recommendation on possible EU action on urban traffic access restriction zones, including the different forms of access restriction.

5. *What level of EU action shall be assessed, and what level of detail shall the legal assessment have, in the absence of a Commission's official proposal for actions?*

All possible EU actions shall be considered, and the assessment shall include all necessary details for the preparation of EU action, if recommended.

6. *What is the idea of the Commission in terms of minimum numbers of stakeholders to be consulted at each level (local, regional, national, EU)?*

The consultation should be representative and include all relevant stakeholders considered necessary to achieve this tender.

7. *Subcontractors are not required to fill documents indicated in annex 1 if the services represent less than 20% of the value of the contract. Is this 20% limitation to be considered for the aggregate amount of the subcontractors or for the individual subcontractor?*

The rule of 20% for subcontractors always applies on individual basis to each subcontractor and not to the aggregated amount for all subcontractors.

8. Can you please *specify* the relative weights of the cost and quality in the study on Urban access *restrictions*?

The final ranking of proposals will be based on the Quality/ Price ratio obtained by dividing the number of points attributed for quality by the price quoted in the tender. (point IV.3 b of the Tender Specifications attached to the invitation to tender)

9. *How important will or should the legal part of the study be?. Is this task a major part of the study or is it just a quick scan based on the inventory , i.e. should one concentrate mainly on tasks 1-3 and 6-7, or, also, on 4 and 5?*

The study should include at least, but not exclusively, all tasks described in the tender specifications attached to the invitation to the tender (page 8). The legal part is one of these tasks.

10. *Regarding task1, Is there a preferred list of urban access controls that must be covered within this ITT?*

No, at least all existing and planned ones should be included.

11. *Regarding task1, please can you more precisely define what type of zones the term "urban access restriction" refers to. For example, does it extend to schemes that restrict access through city tolls or barriers such as rising bollards or is it purely LEZ type schemes that are based on environmental criteria?*

The focus should be on urban access restrictions based on environmental considerations.

12. *Regarding task 2 , It is not clear what you mean by the word "effectiveness". Does this simply mean that you are looking for a review of the methods of information dissemination that have been carried out by authorities or are you looking for an assessment of how successful we think the information dissemination was?.*

Effectiveness in this context refers to the success with which measures are communicated to citizens locally and EU wide.

13. *Regarding task 3, should the outputs from the full impact assessments be based on published material, or is there an expectation to undertake new environmental assessments for all European urban access restrictions?*

The impact assessment should be result oriented and use all material considered necessary by the tenderer to deliver full coverage with well funded conclusions.

14. *Regarding task 4, please can you define the scope and level of detail required for the legal assessment required?.*

See question number 9.

15. *Regarding task 6 , Please can you define the terminology "full impact assessment"? Are you looking for an overall generic assessment of the impacts of the proposed*

action or a much more detailed assessment, e.g. similar to a regulatory impact assessment or an assessment that considers environmental, socio-economic and equality issues?

The term "Full impact assessment" refers to an assessment that considers the main *environmental, socio-economic and legal aspects of possible actions.*

16. *Are subcontractors not required to submit any documents?. Is it enough if they sign a letter of commitment?.*

According to the point II.4 of the tender specification "contractors or suppliers must specify the role, qualifications and experience of each member of the consortium or group. 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".

In addition, Annex 1 "Identification of the tenderer" must be completed and signed by each service provider, **including subcontractor(s)** or any member of a consortium or grouping. Annex IV must be signed by each service provider, **including subcontractor(s)** or any member of a consortium or grouping.

17. *Regarding to the reply given to the question 11, can you clarify what the term "environmental considerations" means? Does this only include local air quality, or should we also be looking at zones that have considered wider issues such greenhouse gas emissions or noise?*

As you mention in your question, the term "environmental considerations" also covers greenhouse emissions, local air quality and noise.

18. *What documents do I need to submit to accomplish the requirement of the call for tender?*

All documents requested are specified clearly in the Tender Specifications attached to the invitation. Please check carefully point III of the Tender Specifications and the relevant annexes.

19. *I have some advisors in the team and they charge only a couple days each. Are they natural person for the purpose of the study (even if they have different jobs and one is retired)?. In Italy we do not have VAT requirements and social security schemes (we call "prestazioni occasionali). Shall they fill annex 1 in any case?*

Yes, they are legal persons legal for the purpose of the study and they could be assimilated as subcontractors. See question 16.

20. *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.

21. *What exact information is meant by:*

- *"Description of statutory social security cover" (is our social security number enough?)*
- *- non- statutory description cover (supplementary professional indemnity insurance)*
How specific must this information be?

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

Your second question only applies to natural persons. If supplementary professional indemnity insurance exists, the details of a certification of its existence should be entered.

22. *In the case that subcontractors contribute less than 20% of the total contract value, what documents do they have to send in and what do they have to proof?*
To our knowledge they don't have to fill in any of the Annexes but only have to proof their technical and professional capacity (III.2.2) with respect to the tasks they will be responsible for. Is that correct?

According to point IV.2.1 of the Tender Specifications attached to the invitation to tender "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"

According to the point IV.2.2 of the Tender Specifications attached to the invitation to tender "If several service providers/subcontractors are involved in the bid, each of them must have and show that they have the professional and technical capacity to perform the tasks assigned to them".

Regarding the annexes to be filled by subcontractors, please see question number 16.

23. *The amount of work involved to carry out this contract is assessed at 125 man-days. Does the amount of 125 man-days is assessed for 1 (one) person (team member) or generally for all staff involved during project realisation?*

As indicated in point I.6 of the Tender Specifications attached to the invitation to tender: "The amount of work involved to carry out this contract is assessed at 125 man-days", i.e. the total amount of all staff involved is assessed at 125 man-days.

24. *What is a statement of overall turnover? Is it a separate document from balance sheet? How a statement of overall turnover should be formulated?.*

The overall turnover is usually stated in the "Income Statements" or in the "Profit and Loss Statement".

