

## FREQUENTLY ASKED QUESTIONS

### INVITATION TO TENDER N° TREN/G4/475-1-2008

**'Framework Contract to provide technical, legal and organisational support for the implementation of the ITS Action Plan'**

#### **1. What is the difference between tenderer, grouping, consortium, person?**

Tenderer: The person, company or group of persons or companies which submits a proposal in general.

Grouping: A group of persons or companies which submit a proposal together.

Consortium: See above, same definition as for 'grouping'.

Person: A natural person (could be for example a single specialized consultant, working on his own).

#### **2. All tenderers must provide proof of registration. If there is a Consortium then all the companies need to provide proof of registration and not just the company heading the project?**

Yes, all participants in the bidding consortium need to provide this proof. Usually this is a copy of the original registration sheet of the national trade register of their country of origin.

#### **3. Is it necessary to provide identity card/passport information for all experts if they are employed in a bidding company and not independent or self-employed?**

In this case the company proof of registering is sufficient. Please fill in Annex I and attach a copy of the original company registration sheet. The identity card/passport information of the employed staff is not needed in this case.

#### **4. Could you please give some clarifications on the financial capacity documents to be provided?**

Please see the tender specification, page 22. You have to submit with your proposal the balance sheets of the last three financial years of the companies which participate in your proposal.

#### **5. What is meant by the requirement that groupings must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a bid?**

The bidding consortium will nominate a project leader, the 'coordinator', who also formally submits the proposal. It is expected that the participating companies in the proposal grant an authorisation to this coordinator to do so and to represent officially the participating companies towards the Commission.

This authorisation can be a simple letter, duly signed and stamped by the participating partner, stating that the coordinator is authorized to represent them in the tender. For this authorisation no template is provided with the tender specification.

**6. Is it necessary to form a separate legal entity when submitting with a group of several partners (e.g. a consortium of companies)?**

No, this is not necessary. You do not have to form a separate legal entity when submitting a bid. A consortium agreement, granting authority to the coordinator of your consortium, is enough.

**7. Could you provide details on the role of the coordinator and how to integrate the coordination costs in the financial offer?**

The coordinator's role is described on page 9 and the required professional qualifications on page 22 and 23 of the Tender Specification.

The coordinator will act as the single contact person towards the Commission for all three tasks and is expected to carry out the internal coordination of the consortium. Meetings between the coordinator and the Commission related to the framework contract will be held in Brussels on Commission premises.

All costs related to coordination, including all administrative and travel costs have to be considered as overhead costs and shall be included in the financial proposal in the person.day expert's price in each of the three tasks.

**8. Annex 5, part 5.2 states that a full copy of the tenderer's audited annual accounts need to be provided and that these *documents must be certified by the tenderer*. Could you please explain what type of certification is expected?**

It is expected that you stamp and sign the provided copies of the audited annual accounts to certify their authenticity.

**9. If one of the consortium partners is already involved with one or more major EU projects that are related in the wider sense to the ITS specific topics described in the Call for tender would this constitute a conflict of interest? Can you advise on this point please?**

Proof of expertise in ITS and experience in major EU projects are rather an advantage. We expect the experts involved in your tender to be neutral and objective. The Commission might request a list of persons/companies who have worked on the job and might check for the objectivity of the involved experts.

The coordinator has to avoid any possible conflict of interest in his consortium when he/she is organizing the work within the consortium.

**10. In case of joint bid (consortium), a document from each partner stipulating its role, qualifications, experience and where relevant the monitoring arrangements that exists between them is needed.**

**This might already be detailed for each partner within the proposal. Should a separate document for this specific part of the proposal be provided anyway? Or is another kind of document expected?**

If the role, qualifications, experience etc. of the consortium members is described in the main proposal you do not have to prepare a separate document. But you can do if the description of the consortium is very large or the consortium partners wish to underline their experience and competences by using own folders, leaflets, etc.

**11. How should individuals (single physical person - e.g. a Professor) deal with Annex 5 of the tender specifications, which states that "proof of registration on one of the professional or trade registers and copy of VAT registration is required for private entities AND for individuals"?**

Annex V provides a checklist, which takes into consideration all possible cases of the legal form of a tenderer.

Individuals are only affected as stipulated in chapter III.2.1. of the ToR as part of "Tenderers' identification" if he/she submits a tender as a natural person.

If an individual expert (single physical person) works for a consortium, only the required documents as stipulated in chapter IV.2.2. - CV including the educational qualifications and professional experience - have to be provided.

**12. According to part III - Form and content of the tender - a tender consists of three sections: section one - the administrative proposal, sections two- the technical proposal and section three - the financial proposal. In which part should the documents concerning "economic and financial capacity" be included?**

The documents concerning "Economic and financial capacity" should be included in section two - the technical proposal.

**13. Task 3 – Organisational Support:**

**a) What is meant by location in Brussels? Does it has to be necessarily in the EU area or can we choose conference centres in other areas such as Louise, or the city centre?**

The venue shall be located in the city area of Brussels; it should be possible to reach the location easily by public or private transport.

**b) For the 50 participant conferences, is it needed to provide a specific set up (boardrooms etc), specific equipment and breakout rooms?**

The meetings/workshops will have a maximum of 50 participants and usually be held in one day only. Specific arrangements like boardrooms should not be necessary. The equipment will

be simple conference equipment (pc, beamer, speaker system and the arrangement for the catering/coffee).

**c) For the 250 participant conferences, is it needed to provide breakout rooms and if yes, how many?**

For these kinds of conferences we foresee different workshops, so we will need different rooms. You should foresee this situation. Three separated rooms and one central room for 250 persons should be offered.

**14. Section Three: Financial Proposal: the cost of 650 € is for travel and accommodation, is it for 1 day? And if yes, what is the cost for 2 days?**

As clearly stipulated in chapter III.2.3 € 650/person is an average cost per expert and engagement, which should be used for the preparation of the offer.

Further it reads: *"During the implementation of the contract the rules set out in Article I.3 and II.7 Reimbursements of Annex 6 - Draft Framework Contract - shall apply to reimbursement of invited speakers' travel expenses and subsistence."*

**15. Section IV.2.2 Technical and Professional Capacity: What is meant by "Sample documentation related to the most important and relevant services....."?**

These are usually publications, project reports, studies or relevant documentation underlining your competencies in the required field.

**16. Could an Association representing the interest of a number of key players involved in the provision of Intelligent Systems and Services, be part of a consortium submitting a proposal for this tender?**

Yes if the Association meets the requested criteria as stated in the Call for tender, see especially chapter II.4., III.2.1. and the Annexes 1-4.