



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR EMPLOYMENT, SOCIAL AFFAIRS AND INCLUSION

Investment

ESF and FEAD: Policy and Legislation

Brussels,

EMPL.F.1/LDP

NOTE FOR THE ATTENTION OF ALL PARTIES WISHING TO EXPRESS INTEREST IN THE CALL FOR EXPRESSION OF INTEREST EMPL-VT-2019-004 “MANAGEMENT OF THE EXISTING ESF TRANSNATIONAL COOPERATION PLATFORM” – RESTRICTED PROCEDURE

Subject: Questions and answers submitted in relation to EMPL-VT-2019-004

1. Access to documents

1.1. Where can interested parties access the tender documents?

➔ You may find all the relevant documents and information at this address:
<https://ec.europa.eu/social/main.jsp?catId=628&langId=en>

2. Article 3. Information and documents to be provided

2.1. As the assignment will involve managing a full package of services (...) can you please clarify what sort of response is expected to “Interested parties shall... list the specific fields indicated at point 7 that interest them in their expression of interest in carrying out the services described below. “?

➔ This is a standard contractual formulation. In this case, we expect the tenderer to address all points mentioned under point 7 in order for them to meet the minimum requirements concerning the expected deliverables.

2.2. Is there a template for the Expression of Interest?

➔ There is no specific template for the expression of interest.

2.3. What is the timeline of the tendering process? When will shortlisted candidates be invited to submit their proposals and receive the tender specifications?

➔ At this point, the Contracting Authority will not provide the timeline. The tenderers that expressed their interest in participation and pass the first phase will be invited to the second phase of the procurement procedure.

2.4. What is the estimated budget value for this contract?

➔ At this point the Contracting Authority will not provide the maximum or the estimated budget of the planned contract.

3. Article 4. General description of the procedure

3.1. Are the “external experts” the same as the experts referred to on page 8 under point 11 c) Non-permanent staff? Who will choose these experts?

➔ In addition to the core team, the tenderer will hire non-permanent staff and thematic experts. The tenderer shall hire experts on the basis of the need for expertise and the topics addressed. Such decisions shall be discussed with the contracting authority, which reserves the right to approve these experts.

4. Article 7. Full description of the fields covered by the call for expressions of interest

4.1. Will the contract be for a period of 24 months or initially for a 12-month period with the possibility of one annual renewal?

➔ The contract will cover a period of 24 months from the signature date. It is one single contract.

4.2. Could the contract duration be affected by the date of beginning of the 2021-2027 programming period?

➔ The contract will cover a period of 24 months from the signature date until its end date.

5. Article 11. a) Legal and regulatory capacity

5.1. Do interested parties have to provide the documents listed in article 11.a) at this stage?

➔ The requested evidence to prove the legal and regulatory capacity will be listed and elaborated in the detailed Technical Specifications, in phase 2.

6. Article 11. c) Criteria relating to technical and professional capacity

6.1. Would a contract which was renewed several times qualify as 4 different projects?

➔ The tenderer must prove experience in and knowledge of Structural and Investment Funds, preferably the European Social Fund, in at least 4 projects delivered in this field in the last three years with a minimum value for each project of € 450 000. The 4 different projects delivered in the listed fields shall be separate projects/contracts.

6.2. Would experience implementing other funds (e.g. Erasmus+, FEAD) count towards the 4 required projects?

➔ The tenderer must prove experience in and knowledge of Structural and Investment Funds, preferably the European Social Fund, in at least 4 projects delivered in this field in the last three years with a minimum value for each project of € 450 000. Previous experience in implementing other European funds, such as Erasmus+, Horizon2020, Interreg and the Employment and Social Innovation (EaSI) programmes, is an asset. Erasmus+ is not part of the European Structural and Investment Funds. However, related experience is an asset. The evaluation of the selection criteria will take place after the submission period, in the initial evaluation phase.

6.3. Would ongoing contracts, in a relevant field, worth over €450,000 in value also be considered as eligible?

➔ The Contracting Authority will accept only finalised projects that have been delivered in the past 3 years.

6.4. *Would you consider an ongoing framework contract with multiple projects related to Structural and Investment Funds and the European Social Fund, with individual budgets smaller than 450 000 EUR eligible to meet the criterion mentioned above?*

➔ The tenderer must prove experience in and knowledge of Structural and Investment Funds, preferably the European Social Fund, in at least 4 projects delivered in this field in the last three years with a minimum value for each project of € 450 000. The Contracting Authority will accept only finalized projects that have been delivered in the past 3 years.

6.5. *Is it consistent with tendering practice to ask for five projects delivered in three years while many contracts have a duration of four years?*

➔ The Contracting Authority follows the applicable Financial Regulation and its own practice and past experience in determining all elements of the selection criteria. In establishing the selection criteria, the Contracting Authority takes into consideration of tendering entities capacities concerning project management of contracts ongoing in parallel.

6.6. *Will all eligible candidates that meet the criteria relating to tenderers be shortlisted?*

➔ The objective of this prior information notice – call for competition of interest is to set up a list of pre-selected candidates for the services described below. Only eligible candidates who meet all the criteria will be shortlisted.

6.7. *Is the “non-permanent staff” in addition to the external experts?*

➔ External experts can be non-permanent staff.

6.8. *Do you require that we submit CVs for the non-permanent staff at this stage?*

➔ CVs of the experts, mentioning the task(s) they are assigned to, will be required at a later stage. The tenderer will recommend external experts. The final decision will be made by the contracting authority.

6.9. *Can you specify the meaning of “specific projects”?*

➔ Specific projects means those projects or work strands that may require additional expertise.

6.10. *Please clarify what you mean by permanent basis.*

➔ Tenderers shall also propose permanent staff members that will constitute the core team. Core team staff shall work full time on the project.

6.11. *Does any of the members of the core team expected to work full-time?*

➔ Core team staff shall work full time on the project. Non-permanent staff can work on the project, too.

6.12. *How many members of the permanent staff are expected to be full-time?*

➔ The number of staff working full time on the project needs to be adequate and proportionate to the tasks to be carried out.

6.13. *Do all the members of the core team need to be based in the project office in Brussels? If yes, could a ratio of their time be spent in another location?*

- ➔ The project office does not have to be in Brussels. As per the Specifications, core staff members will work from the project office.

7. Article 12. Conditions of remuneration and reimbursement of experts

7.1. Who are the experts mentioned in this point?

- ➔ Which experts this point refers to; those provided by the contractor? The experts are those suggested by the tenderer, and approved by the contracting authority.

7.2. How do we ensure fair market price? How has this fixed price been fixed?

- ➔ This is the responsibility of the contracting authority, based on market research and similar contracts and framework contracts. A fair market price is the appropriate remuneration for a given task. The Contracting Authority had fixed these prices.