ASKED QUESTIONS

INVITATION TO TENDER NO MOVE/E2/2012/470-1 concerning a Framework Service Contract to provide expertise and managerial, logistical and technical support to the implementation of the Single European Sky in South East Europe (ISIS II).
(open procedure)
Time-limit for receipt of tenders: 01/10/2012

FAQ Last update: 25/09/2012

Question 1: Is it mandatory to have an office in Brussels?

Answer 1: yes, the Commission is the Director of the ISIS programme and an office in Brussels facilitates the communication and work

Question 2: For tenders submitted by post or by courier, could you please clarify if the deadline is the date the tender must arrive at EC or the date the tender is dispatched from our offices? Due to the late publication of the Tender Specifications, would it be possible to consider an extension of the deadline initially set on 01/10/2012 for the submission of the tenders?

Answer 2: The deadline to submit the offer is on 1st October 2012 and the Commission must have the evidence that the submission was done at this date. In practice, the postal stamp must be the 1st October 2012. No extension of deadline is possible.

Question 3: Does the contracting authority expect from tenderers to offer different categories of experts (i.e: senior and junior experts?)

Answer 3: It is up to the tenderers to make an offer in accordance with sections 4.2.2. and 4.3 of the tender specifications.

Question 4: If tenderers are required to provision different categories of experts, could you please define the number of years of experience minimum for Senior and Junior Experts? Also, for the total number of days of support (366 days yearly), is there a ratio senior/junior experts?

Answer 4: see answer to question 3.

Question 5: It is expected from the contractor to pre-finance travels and accommodations for the participants?

Answer 5: Yes.

Question 6: Would it be possible to know the estimated percentage (%) of the foreseen budget (2 100 000 €) to be allocated to the incidental expenditures of the project and/or to the financing of the participation of representatives of the beneficiary countries to the different events?

Answer 6: For the first part of the question, please clarify the meaning of "incidental expenditures". The beneficiaries are paying their participation to events.
Question 7: With regard to the services and support listed in section 1.2, could you specify what services are considered as managerial assistance, administrative assistance, financial assistance and technical assistance as classified in these categories in section 1.6?

Answer 7: The indicated services to be provided are indicated in Section 1.2a), b) c) of the tender specifications.

Question 8: When specific assignments that require to travel to the beneficiary countries, must all experts travel from the base of operations where the project office is located, Brussels, or they may travel from their place of assignment?

Answer 8: Travels shall be made in accordance with Article II.18 of the Draft Framework Contract, i.e. on the basis of the shortest itinerary.

Question 9: Do Experts’ missions start from the 1st day of mobilization? In other terms, are the travel days considered as working days?

Answer 9: No.

Question 10: A set of documents are requested in order to demonstrate Technical and Professional Capacity (5 Criterion). But Criterion 3 seems to be redundant with Criterion 1 and Criterion 2. Could you please clarify?

Answer 10: The tenderer has to fulfil the criteria 1 to 5 as referred in Section 4.2.2 by submitting documentation as referred to in criteria 1 to 5 of this section.

Question 11: According to the services listed in Section 1.2, bullet a) General Support Services, it will be necessary to assess the options, risks, and constraints for the development of the roadmap and provide advice on desirable actions to facilitate and to achieve implementation of the process. Could the road map referred to be made available?

Answer 11: No it will be part of the contractor tasks.

Question 12: Was a website developed during ISIS I?

Answer 12: yes

Question 13: As there is no budget for incidental expenditures, how the costs related to the development of the web site such as hosting are intended to be covered?

Answer 13: See answer to question 6.

Question 14: 150 days are estimated for the administrative, financial and technical assistance. Could you specify what percentage of allocation to each type of assistance?

Answer 14: No

Question 15: In case of consortium, is it necessary to provide a copy of the Consortium Agreement with the offer?
Answer 15: The documentation to be provided are those specified in the tender specifications, in particular in Section 2.3 and Section 3.2.1 of the tender specifications.

Question 16: The Contract will be awarded to the tender that offers the best ratio quality/price. Would it be possible to know the formula that will be used to calculate best ratio quality/price? In other terms, on which basis quality will be weighed against price?

Answer 16: This ratio is indicated in Section 4.3 of the tender specifications.

Question 17: What kind of tasks or activities are foreseen as part of the financial assistance?

Answer 17: See answer to question 7.

Question 18: Do we need to supply the tender as 1 complete document (All 3 sections together) or each section separately bound?

Answer 18: It is up to the tenderer to choose how to present its offer.