FREQUENTLY ASKED QUESTIONS

Invitation to tender Nº MOVE/B3/2011-548-1

Provision of support services in the field of inland waterway transport

Contract notice OJEU 2012/S 50 – 080916
Published on 13 March 2012

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Question 1:
List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required

Answer 1:
This information is included in the tender specifications attached to the invitation to tender. The access to all tender documents has been provided on the website http://ec.europa.eu/transport/tenders/index_en.htm as mentioned in Contract notice OJEU 50-080916.

Question 2:
Is it possible to get a soft copy of the Tender Document through email?

Answer 2:
In accordance with Article 141(1) and (4) of the Implementing rules to the Financial Regulation, the Commission shall not sent the tender documents in paper form if unrestricted and full direct access by electronic means to the entire call for tenders and any additional documents has been provided. Having complied with this requirement (see the answer above), the Commission does not intent to distribute paper copies of the tender documents neither send the documents by e-mail.

Question 3:
Any Extension of Bidding Deadline?

Answer 3:
The bidding deadline is indicated in the invitation to tender and in the contract notice. Any extension of the bidding deadline is published via a corrigendum to the contract notice and on the website mentioned above.
**Question 4:**
*Names of countries that will be eligible to participate in this tender.*

**Answer 4:**
All countries having ratified the "WTO Agreement on Government Procurement (GPA)" are eligible. Tenderers coming from non-GPA countries may also take part in this tender, but only as subcontractors.

**Question 5:**
*Information about the Tendering Procedure and Guidelines*

**Answer 5:**
You can find official information about the tender procedures on the following website [http://ec.europa.eu/contracts_grants/contracts_en.htm](http://ec.europa.eu/contracts_grants/contracts_en.htm)
Specific information regarding this particular tender can be found in the tender specifications.

**Question 6:**
*Estimated Budget for this Purchase*

**Answer 6:**
The estimated budgets for different lots are provided in the tender specifications.

**Question 7:**
*Any Addendum or Pre Bid meeting Minutes?*

**Answer 7:**
There is no addendum or pre bid meeting minutes for this call for tender. All questions/requests for additional information concerning the tender have to be addressed to the contact point specified under I.1) of the contract notice. In order to be as transparent as possible, the questions and replies will subsequently be assembled and published via the FAQ document.

**Question 8:**
*Do the selection criteria on technical and professional capacity apply to all of the lots?*

**Answer 8:**
The selection criteria referred to in section IV.2.2 of the technical specifications attached to the call for tenders are applicable to the four lots of the call for tenders. The criteria will be applied with regard to the specific technical and professional work to be carried out for the respective lots for which the tenderers submit an offer.
**Question 9:**
Do the selection criteria on technical and professional capacity in relation to the experience of staff members apply to the staff members for each lot individually or to the combined staff members for all of the lots for which an offer is submitted?

**Answer 9:**
In case the tenderer submits an offer for more than one lot and proposes different teams for the execution of the work for different lots, the teams shall be clearly identified in the tender document and the selection criteria on technical and professional capacity in relation to the experience of staff members referred to in section IV.2.2 of the technical specifications attached to the call for tender apply to each of the teams to which the tenderer refers in his offer.

**Question 10:**
The technical specifications, Section III.2.3. "Financial proposal" mentions that "Estimated travel and daily subsistence allowance expenses must be indicated separately." Will these expenses be counted in the price for the purpose of the calculation of the price/quality ratio under section IV.3, paragraph b)?

**Answer 10:**
No, only the price without the estimated travel and daily subsistence expenses will be taken into account. Attention of tenderers is drawn also to Article I.3.4. of the Draft Contract "Reimbursement of expenses". It shall be noted that it will not be later possible to reattribute the non-spent estimated travel and subsistence expenses to the price. An artificial reduction of the price by the attribution of bigger budget to travel and subsistence expenses is therefore not possible.

**Question 11:**
On several occasions in the Terms of Reference, the indicative budget is fully specified. For example, in Lot 4 “detailed requirements for further development of a harmonized education system in inland navigation” the indicative budget is € 250,000. This budget is seems to be fully absorbed by 240 expert days against € 800 (€ 192,000) and the secretariat services (€58,000). This does not leave budget for other activities, such as project management. Against the background that project management is an important criterion in the evaluation (30% weight), how can it be budgeted here? Should the costs for project management, for example, be budgeted on top of the indicative budget mentioned?

**Answer 11:**
The indicative budgets include all costs, including the costs of project management.
Question 12:
Should proposals also mention the costs for travel and subsistence? Should these costs for travel and subsistence be included within the limits of the indicative budget or can these costs be declared separately?

Answer 12:
The indicative budgets include all costs, including the costs of travel and subsistence. In the invoices, these costs should however be declared separately. The tender documents should indicate for each lot which part of the budget the tenderer reserves for travel and subsistence. The amount of this part of the budget will constitute the maximum ceiling available for travel and subsistence expenses under the contract during its entire duration (see the technical specifications, Section III.2.3, third indent). This amount will however not be taken into account for the calculation of the price/quality ratio under the award criteria. Please see also the Answer to Question no 10.

Question 13:
For Lot 3 the contract notice mentions a project duration of 16 months, while the Terms of Reference mention 12 months. Are the Terms of Reference leading here?

Answer 13:
A distinction should be made between the duration available for the submission of the final task report and the overall duration of the contract. The terms of reference, Annex 9, refer to the duration available for the submission of the final task report, whereas the draft contract and the contract notice refer to the overall duration of the contract. The duration of the contract is longer than the duration available for the submission of the final task report. This is in order to ensure that if corrections are required by the Commission these will fall within the overall duration of the contract.

Question 14:
What is meant in the tender specifications for lot 1 section A.7.1. with the reference to a “limited network of experts”?

Answer 14:
The reference to the limitation of the network refers mainly to the geographical coverage of the network which should be sufficiently focussed in order to generate the necessary impact. It is up to the tenderer to propose an appropriate geographical coverage, taking into account the estimated budget referred to in section I.6 of the tender specifications and considering the future TEN-T policy instruments under discussion in Council and Parliament. The time limitation of the operation of the network is governed by the contract duration and by the timetable referred to in section I.3 of the tender specifications.
Question 15:
As regards the lot 1 of the tender specifications, how should the Inland Waterway Promotion Centres be involved in the activities under lot 1? Which kind of infrastructures or capacities of IWT Promotion Centres can be used for carrying out the activities under lot 1? Is there already an agreement with some of the Centres for integration in the activities of lot 1?

Answer 15:
The cooperation of the Inland Waterway Promotion Centres should take place in such a way that the action is perceived by the stakeholders as extending the outreach and capacity of the Inland Waterway Transport (IWT) promotion centres. A broad outreach will be considered favourably. The cooperation with the Inland Waterway Transport (IWT) promotion centres can take various forms. The modalities of this cooperation should be proposed by the tenderer in his tender. The Commission does not impose through the present invitation to tender the use of specific infrastructures or capacities of IWT promotion centres. There is no prior agreement with certain Centres for the integration in the project.

Question 16:
Who are the stakeholders to be addressed under lot 1 of the tender specifications?

Answer 16:
The action should address the broad stakeholders with an interest in IWT transport. These include first and foremost the shippers and providers of IWT related technologies and services. It also includes the intermediaries in the door-to-door logistic chains which could potentially be based upon IWT. Furthermore, enablers such as branch organisations, relevant public and government bodies, financiers and financial service providers should also be addressed.

Question 17:
As regards the activities under lot 1 of the tender specifications, which logistic facilitators should be involved or not be involved?

Answer 17:
It is up to the tenderer to propose the logistic facilitators in his tender. It is however important to note that the logistics facilitators have to have the required expertise and, as stipulated in section A.7.2 of the technical specifications, be neutral vis-à-vis the market players and shall not have conflicting interests between their role of facilitator and the market operations which are the subject of their facilitation.
Question 18:
Should the required tools of a pilot European network under lot 1 of the tender specifications include technical issues (hardware, software) like information platforms or public calculation models?

Answer 18:
It is up to the tenderer to propose in his tender the nature of tools to support the logistics facilitators. The choice of proposed tools should be motivated by their availability and by their added value for the tasks of the logistics facilitators.

Question 19:
Lot 2: the provision and maintenance of RIS support tools - Could you please confirm if in Lot 2 Appendix 1 to Annex 8: Non-functional requirements (European Hull Database), section “Maintainability”, the requirements with respect to “Multi-language” on page no. 51 are up to date?

Answer 19:
The list of languages in the requirements for Lot 2 specifically as regards the multi-language support of the Hull database is provided for indicative purposes only. At this moment, the Hull database supports the following languages: English, German, French, Dutch, Bulgarian, Czech, Hungarian, Romanian and Slovak. Translations for the Polish language are on-going. Once these are finalised, Polish will be added to the list of supported languages. This list may be further extended with further languages through change requests.

Question 20:
As regards lot 3 of the tender specifications, which data from the national RIS are available from the European Commission? Which information obligations have the RIS operators to the EC and the project bidder?

Answer 20:
The European Commission is in the possession of information which has been notified by the Member States to the Commission in accordance with the provisions in Directive 2004/44/EC. The relevant information will be provided to the contractor for lot 3. Furthermore, information on RIS implementation has been collected in the framework of EU funded projects and can be found on the RIS portal http://www.ris.eu/. The RIS operators have no information obligations to the project bidder. However the Commission will provide facilitation to the contractor for lot 3 for the collection of the required information (such as letters of credentials).
Question 21:  
As regards lot 3 of the tender specifications, how many interviews with the RIS operators or users are expected and needed?

Answer 21:  
The number of interviews shall be proposed by the tenderer and is expected to be part of the broader information gathering approach to be proposed by the tenderer. This overall information gathering approach should ensure that the necessary information is collected to cover the evaluation questions of lot 3 in a representative and balanced way.

Question 22:  
Who shall participate at the three workshops referred to in lot 3 of the tender specifications?

Answer 22:  
The participants to be invited at the three workshops shall comprise the members of the RIS Expert groups, representatives of the (potential) users of RIS, RIS technology providers, authorities in the Member States in charge of or involved in the RIS implementation, actors involved in RIS implementation at national and regional level.

Question 23:  
Lot 4: Provision of technical assistance for the preparation of new initiatives as regards the future development of the IWT sector; Detailed requirements for contribution to impact assessment of measures for reducing emissions of inland navigation - When could the results be expected of PLATINA RFP referred to in Lot 4 of the tender specifications - part on contribution to impact assessment of measures for reducing emissions of inland navigation? What kind of information will be provided and what will be the detailing of this information? In what kind shall the required measures be described?

Answer 23:  
The results of the Platina 7RFP project referred to in the call for tender under lot 4 - part A.10.2 - are scheduled to be available by the start of the contract. The results of the project will be documented in a report, identifying a number of options to decrease emissions from existing and new engines beyond the options that have already been assessed in the context of existing research and study projects. The report will include a general assessment of the identified options in terms of their costs and benefits, including a description on how these calculations have been carried out.
Question 24:
As regards the tender specifications for lot 4 - part A.10.2, how many variations shall be evaluated? When and in what kind will the information about the options be provided?

Answer 24:
The options will be identified by the Commission in broad terms and shall be communicated to the contractor at the kick-off meeting of the project. The options shall be further refined by the contractor in order to establish a clear basis for the carrying out of the further assessment work. In total up to 20 variations of the options shall be evaluated.

Question 25:
As regards the tender specifications for lot 4 - part A.10.2, what exactly shall be quantified? what kind of environmental conditions shall be evaluated? How shall the social aspect be evaluated?

Answer 25:
The quantification shall focus on the social, economic and environmental impacts of the policy options and on their impacts on SME’s which are likely to be significant. Information available to the Commission resulting from preliminary work under the Platina project will be made available to the contractor at the kick-off meeting. This information will support the contractor in determining which impacts are likely to be most significant. The contractor shall complement this information with his own expertise and with information from stakeholder workshops. The impact assessment calculations shall be proportionate and be based upon relevant Commission guidelines available from http://ec.europa.eu/governance/impact/commission_guidelines/commission_guidelines_en.htm.

Question 26:
As regards the tender specifications for lot 4 - part A.10.2, what exactly is meant by external and internal benefits?

Answer 26:
External benefits from a specific measure are benefits occurring from the measure to the society as a whole. Internal benefits are on the contrary benefits which are limited to the organisation which takes the measures.
Question 27:
As regards the tender specifications for lot 4 - part A.10.2, what exactly is meant by: „Where appropriate, the impact on regions with different characteristics shall be differentiated”?

Answer 27:
Where significant regional differences exist, e.g., in fleet composition, the contractor shall analyse these differences and describe how the differences affect the way the various regions are affected by the policy measures.

Question 28:
As regards section IV.2.2 of the tender specifications, what exactly is meant by "expert not employed by the tenderer"?

Answer 28:
With the notion "expert not employed by the tenderer", it is meant any individual person proposed by the tender as part of his proposed team which is not on the payroll of the tenderer.