ASKED QUESTIONS
Invitation to tender No. MOVE/C4/2012-566 concerning
the European Road Safety Charter
(open procedure)
Time-limit for receipt of tenders: 11/03/2013

FAQ Last update: 05/3/2013

Question 1  According to Article I.4.1 ‘Interim Payment” under “Draft Service Contract”, section I-Special Conditions, the contractor shall submit an invoice for one interim payment in EUR equal to 30% of the total amount. Article 1.4.2 “Payment of the balance” stipulates that the contractor shall submit an invoice for payment of the balance. That invoice shall be accompanied by the final progress report or any other document in accordance with the tender specifications. Which means that the contractor can submit his final invoice only at the very end of the contract, at the latest 37 months after the signature of the contract.

Under these conditions, is it correct then, that the European Commission expects that the contractor to pre-finance all activities incl. its subcontractors for the remaining 70% of the working budget during the 3 year duration of the contract

Answer 1  “We confirm the drafting of the Draft Service Contract (Annex 6).
In this call for tender no pre-financing by the Commission is foreseen.”

Question 2  We are a non-governmental organisation based and registered in Switzerland. I would like to enquire whether we would be eligible to submit a bid as task leader to your call.

Answer 2  An organization based and registered in Switzerland is eligible to submit a bid to this call.

The contract notice does not provide the correct information concerning the applicability of the Government Procurement Agreement. We intend to publish a corrigendum in this respect including a prolongation of the deadline for submission in the coming days.
**Question 3**

According to the tender the organisation of a European conference + Award ceremony together with the commission services is foreseen. Which subcontracts do we have to calculate for this task? Rental fee, simultaneous translators, fees for speakers, travel costs for speakers and winners of the award, catering...? Or does the commission take over a part of these expenses?

**Answer 3**

*The tenderer has to foresee all the costs related to the organisation of the conference + Award ceremony.*

*Nevertheless the contents/agenda/date, etc. will have to be prepared together with the Commission services.*

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**Question 4**

Concerning the operation of the website:

Is it possible to get a test user account for the http://erscharter.eu/ website to check the complexity of the website in a better way (e.g. internal area features)?

Is the website just hosted by EU servers and has to have the EU design - or do we have to use a specific CMS solution provided by the EU??

**Answer 4**

*There is no other possible access to the Website than the one open to the public, which is online, free of access and without password.*

*All the information concerning the Website are available in Annex 7 of the Tender Specifications (Managing the Charter website & System Architecture)*

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**Question 5**

1) We understand that the website needs to be available in all the European Union's 23 official languages. Is this correct?

2) Will the client be able to provide support for this or should the tenderers cover all translation costs during the 3 year period?

**Answer 5**

*This partially correct. Not all the data need to be in all the official languages.*

*Indeed The Tender Specification indicates concerning the Website on page 10: "The website must be multilingual where all official languages of the Union will be used. All data shall be available in the signatories’ language as well as in English. It has to be flexible to further developments (new categories, further sub-pages). The contractor should be able to choose the appropriate and relevant language(s). This makes the website into a database of good practices in road safety and a platform for information exchange between similar stakeholders of civil society."*

*The costs related to the availability in the appropriate language is part of the budget*
**Question 6**  We will work with an expert organization in mobility and road safety (thanks to it we can prove the experience at least 3 years of road safety). In this case, can we
  
  - subcontract it or we have to go into consortium with them?
  - and if we can subcontract, what is the % maximum?

**Answer 6**  
**First part of your question:**
Your question is addressed at the two last paragraphs of section IV.2.2 of the tender specifications which read:

"An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Under the same conditions, a consortium of economic operators may rely on the capacities of members of the consortium or of other entities."

In other words, the experience required will be assessed with regard the total experience of all the involved parties, that is, of the main tenderer, of the possible other members of the consortium and/or of the possible subcontractors.

**Second part of our question:**
There is no limit in % regarding the extent of subcontracting.