Questions and Answers

Updated at 8/10/13

1. **Question**

   Is the contractual value indicated in the specifications correct as it seems to be contradictory face to the considerable costs associated with travel and subsistence?

   **Answer**

   Yes – the amount is correct, 250,000 €.

2. **Question**

   I would be grateful if you could clarify the following two issues:

   Task 4 – “EU urban mobility study tours”: could you please clarify the sentence “Minimum 300 person days of visits” (page 9 of the tender specifications). How is calculated this minimum requirement? For example: a Chinese expert coming in Europe for a study tour of three days is calculated as 3 person days of visits?

   Should the budget proposal cover all the travel and subsistence costs of experts from third countries?

   Geographical coverage of the action: from the tender specifications and the language requirements, it seems that China is the main focus area of the action. Can you confirm it? Due to the budget constraints, would be possible to plan activities only in China or is mandatory foresee activities in a wider area? If so, which are the focus areas of the action?

   **Answer**

   5 experts for 5 days would be 25 person days of visits. The budget must cover all the travel and subsistence costs of experts from third countries.

   The main focus area for urban mobility co-operation is on China – but some flexibility should be included to adapt to ad hoc requests and opportunities.

3. **Question**

   We have the following questions:

   Task 4: EU Urban mobility study tours:

   Q1: is there a preference for short visits and a maximum number of visitors, or longer study visits (and therefore less visitors) which creates the possibility to
provide more in-depth information and to show more urban mobility examples during the study tours?

**Q2:** Does the hotel costs has to be included in the subsistence costs to be paid to the attendants?

**Task 5:** Organise 10 one day meetings on Urban Mobility in the EU:

**Q3:** Do you mean 10 one day meetings with 40 person/days each, or in total 40 person/days?

**Q4:** The target group for the one day meetings will probably be a bit similar to the target group in task 1. Can we partly combine task and task in other words that a one day meeting is part of the study tour?

**Q5:** Does travel and subsistence cost have to be paid for the attendants as well?

**Task 6:** Organize 5 one-day meeting on urban mobility in third countries

**Q6:** Do you mean 5 one day meetings with 25 person/days each, or in total 25 person/days?

**Answer**

There is no preference for visits of a specific length, visits should be tailored to the needs of the specific person/group.

Accommodation costs should be included in the 'travel and subsistence' costs of experts.

The total is 40 person-days e.g. 10 one-day meetings with 4 visitiors.

Task 1 and Task 5 are separate activities.

Travel and subsistence cost must be paid for the participants.

The total is 25 person-days.

4. **Question**

I would like to ask a question:

Section "2.6. Financial offer" of the tender specifications gives the maximum price with € 250.000. Does this also include the costs for travel (flights) and subsistence for the participants in the study tours of Task 4 - EU urban mobility study tours?

**Answer**

Yes – the 'maximum price' include all the costs for travel (e.g. flights and local travel) and subsistence for the participants in the study tours.

5. **Question**

We have the following questions:
Reference: “3. Technical specifications“ (Tender specifications, p. 9)

Task 1 - Provide expert speakers on urban mobility

What is meant with “organize and support costs of participation in selected events”?

Which kinds of costs are meant?

Does it mean that such cost will have to be included in the service contract?

Task 2 – “Prepare a resource pack for EU delegations on urban mobility.”

Does this include digital dossiers?

Will this be a one-time or a reiterating task?

Will the service provider have to purchase external services such as developing and printing documents or generation of webpages?

Does it mean that such cost will have to be included in the service contract?

Task 4 – EU urban mobility study tours

“Organize and administer study tours to EU cities for third country experts.” What kind of external costs (cost beyond personal costs and travel costs of the service providers staff) have to be covered by the service contract?

How many tours will have to be organized?

How many person-trips are to be calculated/or how long will the average trip last?

Task 5 – Organize 10 one-day meetings on urban mobility in the EU

What is meant with “payments of time and expenses of experts”?

Does it mean that such costs will have to be included in the service contract? If yes, what amount can be expected for task 5?

Task 6 – Organize 5 one-day meetings on urban mobility in third countries

What is meant with “payments of time and expenses of experts”?

Does it mean that such costs will have to be included in the service contract? If yes, what amount can be expected for task 6?

Task 7 – Translation of existing EU urban mobility resources into new languages

What is meant by “new languages”? Does this refer to the 5 languages mentioned before?

Reference “1.5 Content of the tender” (Tender specifications, p. 4)

Are there any additional supporting documents or forms for the tender parts C and D?
**Answer**

All additional costs of EU experts participating in third country events must be covered by the project budget.

It is up to the tenderer to propose suitable content/style/format/materials for the resource pack.

The tenderer will decide on the strategy for developing and distributing the resource packs.

All costs for completion of the Tasks must be included in the contract. The overall price offered must not exceed 250,000 euros.

The total number/duration of the study tours is not yet known – but the tenderer must allow for a minimum of 300 person-days. E.g. 20 persons for 15 days.

All necessary payments to experts should be included in tender total.

The tenderer will decide on the breakdown of the costs per task/activity.

Yes – this refers to the 5 languages mentioned.

6. **Question**

  *I have a question regarding the scope of the tender:*

  *The Tender addresses “in particular in China” in the main title.*

  *Task 2 + 3 and 7 address translations, resource packs etc to be made available in 5 different languages. And Task 6 addresses five 1-day meetings in “third countries”.*

  *Question: Are all activities concerned directed specifically to and from China and Chinese participants? Or, are also other countries and participants from other third countries targeted?*

**Answer**

The main focus area is on China – but some flexibility must be foreseen by a tenderer in order to adapt to ad hoc requests and opportunities.

7. **Question**

  *We have the following questions regarding the Tender specifications document:*

  *Task 1:*

  *‘Urban mobility experts’: how many experts should be taken into account? Is there a target or range to address?*

  *‘Selected events’: how many events are envisaged? Is there a target or range to address?*

  *Are the experts targeted required to be involved in EC activities, working groups or EC R&D projects*
Task 4:

Is the payment for ‘travel and subsistence’ in- or excluded in our budget, or is it only the organization of the trip? We assume it is not included in the targeted budget of 250k EUR.

Task 5+6:

Is the payment for ‘time and expenses of experts’ included the targeted budget of 250k EUR, same for logistics, catering, interpretation. Or is only the effort for organization? We assume it is included?

I guess ‘interpretation’ is in fact ‘interpreting”? Is this correct?

Task 5 says 40 person days and 10 meetings: this means we have to cater and pay for 4 experts (average) per meeting? Same question for Task 6: 5 meetings, 25 person-days => does this mean an average of 5 experts per meeting?

Are the experts of the consortium and the EC officials involved included in this?

Task 7

‘Translation, production and distribution …’: how many pages?

Answer

The number of experts/events will be determined by the selected offer.

No – the experts are not required to have any formal link with EU activities, they should be selected on their competence and skills.

All travel and subsistence costs must be included in the offer.

The cost for interpreters and all associated costs (equipment, travel and subsistence of interpreters etc.) must be included in the budget.

Yes, an average of 4 experts per meeting (Task 5) and 5 experts per meeting (Task 6) have to be involved.

Experts from consortium may be involved.

No costs of EC officials must be paid from the contractor's budget.

The number of pages/documents will be determined by the selected offer.

8. Question

I would appreciate if you could elaborate a bit more the expected contents of the Task 2 – “Prepare a resource pack for EU delegations on urban mobility:

- Containing exhaustive documentation on the EU activities relating to urban mobility, with the appropriate reference to the integration of the various policy aspects (energy, environment, climate change, employment, growth)”
Question is: is up to the winner to identify and propose the key relevant documentation to be included in the package (and then discuss it with the EC), or the sources will be indicated by the EC and the winner will focus mostly on the “graphical and organizational” aspects of the package?

Answer

It is up to the tenderer to propose suitable content/style/format/materials for the resource packs.

9. **Question**

Taking into account that:

- announcement and specifications for the above mentioned tender, indicate as maximum contractual price 250,000€ all inclusive
- services request foreseen not only the development of technical contents and material, but also a relevant amount of costs not labor direct (payments to experts, travel/subsistence for study tours to EU cities for third country experts, 10 one-day meetings on urban mobility in the EU (including logistics) as well as 5 one-day meetings on urban mobility in third countries (including logistics and payments to experts)

We would like to confirm if the contractual value indicated in the specifications is correct as it seems to be contradictory face to the considerable costs associated with travel and subsistence

Answer

Yes – the maximum amount is correct, it is 250,000€.

10. **Question**

“The tenderer must prove experience in the field of supporting European activities in third countries” . Which kind of activities we have to consider in this field? we can consider projects – already delivered by the Tender- dedicated to urban planning, energy efficiency and climate change, that have supported the EU activities in third countries, or only concerning urban mobility activities?

Answer:

Experience "in the field of supporting European activities in third countries" can be in any EU policy area.

11. **Question**

“The tenderer must prove experience of working in China with at least 2 projects delivered in the last three years”. Can be the 2 projects delivered in China the same of the three that prove the experience of the Tender in the field of supporting European activities in third countries?

Answer
Yes – the same projects can be used as evidence of experience 'supporting European activities in third countries' and of 'working with China'.

12. **Question**

“The tenderer must prove experience in the field of supporting European activities in third countries”. Which kind of activities we have to consider in this field? We can consider projects – already delivered by the Tenderer- dedicated to urban planning, energy efficiency and climate change, that have supported the EU activities in third countries, or only concerning urban mobility activities?

**Answer:**

Experience "in the field of supporting European activities in third countries" can be a project related to any EU policy area.

13. **Question**

“The tenderer must prove experience of working in China with at least 2 projects delivered in the last three years”. Can be the 2 projects delivered in China the same of the three that prove the experience of the Tender in in the field of supporting European activities in third countries?

**Answer:**

Yes.

14. **Question**

In the Task 6 the tender mentions “Organize 5 one-day meetings on urban mobility in third countries (25 person/days total)”; are the 25 persons involved in the meeting already in China? Or will they come from Europe?

**Answer:**

The positions, the background, and the geographic provenance of attendees at the meetings are left to the appreciation of the tenderer.