Questions and Answers

08/10/2013

1. Question

I am very interested in the Study on a European urban transport roadmap 2030 2013/S 169-292363 having undertaken a great deal of work in the area of urban transport policy, policy support tools and implementation. I would like to register my request to participate.

Answer

There is no requirement to register the participation in advance.

The procedure to submit the tender is specified in our invitation to tender No MOVE/C/OO/AS/dod ARES(2013) 2957668 of 21/08/2013. This document is available at the following internet site: http://ec.europa.eu/transport/facts-fundings/tenders/index_en.htm.

2. Question

On page 9 of the tender specifications, the content of task 1.3 is briefly described: “Organise launch events to introduce and present the tools in each EU member state with the assistance of influential local actors.”

Is the consortium expected to identify and contact these influential local actors themselves, or can we count on any support from the EC in this matter? Is it possible to involve any related official EU-institutions for this (e.g. European Environmental Agency, European Parliament, …)?

Answer

It is for the tenderer to proposal how to organising effective launch events.

The tendered should not require any particular support or engagement of the Commission's services to complete the Tasks.

3. Question

I have the following questions:

Q1: For Task 1.3, the tender specification requires that launch events need to be organised to introduce and present the policy support tools in each EU Member State. Launch events of this nature will require venues in each Member State. Will the Commission be paying for the costs of hiring such venues, catering facilities, refreshments and audio-visual equipment from a separate budget or is the Contractor expected to pay for these costs from the budget available for the study?
Q2: For Task 1.3, is the contractor expected to cover their own travel costs for attending the launch events from the study budget?

Q3: For Task 1.3, will the travel costs for participants from city authorities attending the launch events be refunded by the Commission or is the successful contractor expected to cover the travel costs of these participants or are participants expected to cover their own costs?

Q4: Does the Commission anticipate that each of the launch events for Task 1.3 will need to be supported by continuous translation / language interpreters? If continuous translation / language interpretation is required, will this be provided by the Commission?

Q5: For Task 1.3, can the Commission clarify what is meant by the term “influential local actors”? Also, what (if any) role does the Commission itself expect to play in organising and participating in the launch events?

Q6: Task 2 includes a requirement for two expert workshops, a stakeholder event and a final conference. Will the Commission be providing venues, catering facilities, refreshments and audio-visual equipment for these events, at no cost to the successful contractor? Also, will the Commission be providing continuous translation / language interpretation at these events?

Q7: For Task 2, will the travel costs for participants from city authorities and other stakeholders attending the expert workshops and stakeholder conferences be refunded by the Commission or is the successful contractor expected to cover the travel costs of these participants or are participants expected to cover their own costs?

Answer

All costs necessary for completing the tasks (travel, room rental etc.) must be included in the tender.

It is for the tenderer to proposal how to organising effective launch events.

4. Question

The tender evaluation criteria scores appear to add up to 90 marks rather than 100 marks as indicated in the invitation to tender. On Page 7/8, the following guidance is given:

Quality of the proposed methodology: 40 points

Organisation of the work and involvement of stakeholders 30 points

Quality control measures: 20 points

Please can you advise where the final 10 points will be awarded?

Answer

The three elements will be equally weighted to give a final score out of a maximum 100 points.
5. **Question**

Can you please elaborate on what is expected in Task 1.4 "Provide a free support facility to EU users for at least two years"? Do you have specifications of this service (working hours, location, language capabilities, reaction times, etc.)? Or is it up to the tenderer to specify the conditions of this service in its proposal?

**Answer**

It is up to the tenderers to specify the details of support facility service in its proposal.

6. **Question**

For Task 1.3, and considering that the launch events should take place within 1 year, we would like to ask whether the Contractor expects to see organized 28 events (one for each state member), or whether the Contractor will accept the organization of regional events with the condition that all state members may be represented in those events, and that all members are able to participate in their native language (e.g. with the presence of translators).

**Answer**

The organization of regional events could be accepted as long as the attendance of qualified representatives of all the EU member States is guaranteed, notably as regards the access facilities to the venues of the events at stake.