Q&A

Subject: Road safety study for mid-term evaluation of the Policy orientations on road safety 2011-2020

Ref no: Tender no MOVE/C4/2014-574

Q1: What does a "negotiated procedure" mean, is the tender not open to everybody?
A1: The tender is open to anyone who fulfils the exclusion and selection criteria defined in the tender specifications. Please read these tender specifications carefully if you intend to submit a tender.

The negotiated procedure means that the Commission may negotiate the contractual terms with the tenderers (technical or financial proposal by the tenderer) before awarding and signing a contract.

Q2: Do we need original signatures on the application?
A2: Detailed information about the tender documents and required signatures on the application and its annexes can be found in the tender invitation and the tender specifications.

As a minimum, Annexes 1 and 2 to the Tender Specifications, the tenderer’s identification sheet and declaration of honour must be signed by the tenderer in original – please refer also to point 4 of the invitation to tender.

Please note that scanned or electronic signatures are not considered to be originals unless such exceptions are specifically mentioned in the tender specifications or tenders invitation.

Q3: Is there any template for the proposal or guidelines for what the proposal should look like?
A3: There is no template or guidelines but the tender must include all the information requested in the tender invitation and tender specifications, so please read these documents very carefully.

Q4: Is it possible to know the name of the 4 candidates to whom the tender invitation was sent directly?
A4: No. This information cannot be revealed at this stage. The information on the tenderer to whom the contract will be awarded will be communicated to all tenderers whose tender was evaluated against the award criteria, that is, to tenderers who will pass the exclusion and selection criteria.

Q5: It isn´t necessary to prove the economic and financial capacity (profit & loss account, overall annual turn-over…)? The article I.4.1 of Annex 5 makes no reference to this point.
A5: Please see the tender specifications, paragraph 2.3: "The tenderer confirms it meets the selection criteria by signing the declaration on honour attached to this invitation to tender (Annex 2)." During the negotiation procedure, the Commission may ask for further documentation if deemed necessary.

The article I.4.1 of the draft contract (annex 5 to the tender specifications) describes the conditions for payment of the contract: one payment following the completion of the contract. There will be no
possibility of pre-financing. When considering whether you have the financial capacity you must take this fact into account.

**Q6: Can you advise on the extension of the proposal (in pages)?**

A6: There is no recommendation on the size of the tender. Please make sure that the tender includes all information requested in the tender invitation and tender specifications. Your tender should describe in sufficient detail what you offer to do and how it will be done, but should not include superfluous text or be unnecessarily long.

**Q7: We are writing the proposal in Spanish because the text says: “you should submit the tender in one of the official languages of the European Union”. But do you recommend to draft in a different language?**

A7: You may submit the tender in any one of the official languages of the EU. More information about what languages are official and working languages can be found here: [http://ec.europa.eu/languages/policy/language-policy/official_languages_en.htm](http://ec.europa.eu/languages/policy/language-policy/official_languages_en.htm)

Nevertheless, please bear in mind that according to paragraph of Tender Specifications 3.4 all reports to be delivered by the contractor under this contract have to be in English.

**Q8: I would like to receive the results of the mid-term review 2004-2005, as indicated in the Tender Specifications, under 3.1. Background.**


**Q9: In the Tender Specifications under 3.3. Tasks, 2) it is stated 'The contractor will find and collect the data from other sources'. I would like to learn from the Commission whether and how EC-staff, especially from the Road Safety Unit, will support the contractor on this.**

A9: The Road Safety Unit provides the contractor with information especially from the CARE database on road accidents in the EU. The tenderer is expected to define in the tender what other information sources he or she plans to use and how these will be accessed. This proposed methodology/approach will be evaluated as part of the award criteria (see tender specifications, part 2.4).

**Q10: In the Tender Specifications under 2.6 it is written "The study is estimated to require around 30 man-days of work. The maximum budget for this study is 30 000 EUR". What do you exactly mean with 'a maximum budget'?**

A10: The maximum budget is the maximum amount of funding available for procuring this study. Any tender (financial offer), exceeding this amount, will not be evaluated because of non-compliance with Tender Specifications.