Q&A regarding
Invitation to tender MOVE/ENER/A1/2014-vigie n°2014-174 for a service contract regarding the
development of a video on Urban Mobility in the EU

Date: 26 March 2014

Q1 In relation to "Section 2.3.1 Economic and financial capacity criteria and evidence", the last three financial years are stated as being 2011, 2012, and 2013. If our financial year runs from another month, may we submit the profit and loss accounts for the last three of our financial years?

A1 Yes.

Q2 In Annex 1, does the section of the form related to "Description of the statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance)" need to be completed even if we are a Limited Company and not a natural person?

A2 The non-statutory cover applies to natural person only – please see footnote 3 of Annex 1. Applicability of the statutory cover will depend of the Member State of the tenderer. If applicable under the law of the Member State in question, it should be referred to.

Q3 Award criteria and Technical Offer: How will applications be assessed (what material is expected to be provided)?

A3 An offer should include a technical proposal which, in essence, should demonstrate that the tenderer is able to deliver the task as described technical specifications. The easiest way is to develop a script. A tenderer is not obliged at this stage to submit 2 scripts (but the winning tenderer will have to, in line with the technical specifications).

Q4 Deadlines. There are two dates noted, the first mentions six weeks from the signed date (p9) while the Service Contract mentions a maximum of eight months.

A4 The 8 months is the duration of the contract, during which all tasks have to be performed and all deliverables approved by the Commission.

Q5 There is a line in the Service Contract document that appears not to be consistent with the theme of the contract: I.1.1 The subject matter of the contract is to provide an analysis of the current state in the area of mutual recognition of classification certificates for marine materials, equipment and components, in a form of a study as mentioned in article 10.2 of the Regulation.

A5 This is indeed a mistake, the subject matter as mentioned in the invitation and in tender specifications has to be taken into account.