



**Invitation to tender MOVE/B2/2015-499 for a service contract regarding
"Services to support the implementation of Interoperability
through better coordination of Notified Bodies"**

Contract notice in OJEU 2015/S 109-197416

QUESTIONS & ANSWERS

Latest update 20/07/2015

Question 1: I would like to better understand how travel costs are to be handled in the answer to the tender call i.e are travel costs to be covered in the tender and thus included in the maximum budget or are travel costs reimbursed separately ?

Answer: Your first statement is correct: the travel and subsistence costs are included in the budget, and therefore covered by the contractor. All tenderers must submit their financial offers as **grand total offers**, including all costs needed for the implementation of the contract. The tenderers must stay within the maximum budget of 260 000 euros.

Question 2: On Page 12 of tender specification : "Coordinate the meeting location with the host and support the host in charge of the meeting, including reservation of a meeting room under its budget at a maximum of 5 times per year."

Does we need to include in our grand total offer a budget for meeting room rental or is it on charge of the host? In the first case we would like to know which kind of meeting will be concerned by the reservation, if we can select the meeting places and to receive information about expected number of participants to those meetings.

Answer: The renting costs of meeting rooms for plenary meetings of NB-Rail are covered by another contract (NB-Rail administrative secretariat); for other types of meetings, such as sub-group meetings and strategic meetings, normally the host covers the costs. Nevertheless, the beneficiary is requested to foresee budget for renting a meeting room at a maximum 5 times per year. These meetings will have a maximum of 25 participants and the location should be agreed by NB-Rail.

Question 3: With reference to the technical and professional capacity required for this service contract, is it necessary for the tenderer to be a notified body under Directive 2008/57/EC?

Answer: No. As indicated in page 7 of the Tenders Specification, at least two technical experts must have a relevant higher education degree and / or 3 years' professional experience in the field of the EU legislation regarding rail interoperability or accreditation systems, in the rail sector or another transport sector. Nevertheless it is not necessary to be a notified body under Directive 2008/57/EC.

Question 4: On section 3.2 Tasks and meetings (sub section c, first bullet) of the Tender Specifications (Page 12) it is stated that the successful tenderer will have to coordinate the meeting location with the host, including the reservation of a meeting room under its budget. Could you please clarify if the entity responsible for those expenses is the host or the tenderer?

Answer: See answer to question 2.

Question 5: Concerning the different meetings that are envisaged over each twelve-month period, we understand that the tenderer does not have to take into account any expenses associated to the reservation of the rooms. Could you confirm that our understanding is correct?

Answer: See answer to question 2.

Question 6: On section 3.2 Tasks and meetings of the tender specifications (Page 14) it is stated that the activities of technical secretary are expected to require a maximum of 100 man-days per year. Therefore, we understand that the services do not include web development. Could you confirm that our understanding is correct? If not, could you please specify the activities to be developed?

Answer: NB-Rail has already developed a website (<http://www.nb-rail.eu/>) that the contractor could take over, therefore the development of a new website is not needed

Question 7: According to the contract notice, the duration of the contract in months is “12 (from the award of the contract)” (ref. section II.3), and the estimated value excluding VAT is 260 000 EUR (ref. section II.2.1). According to the tender specifications, section 2.6 “maximum budget available for this contract for 4 years is 260 000 euros”.

Is 260 000 euro the budget available for 4 years of assignment (1 + 3 renewals) or could we consider 260 000 euro for each year of assignment?

Answer: 260.000 euro is the budget for the 4 years

Question 8: Does the tenderer have to develop a new stand-alone webpage to be then included in the CIRCA or in the NB-Rail web site, or will the tenderer have to manage an existing page already embedded in the CIRCA or in the NB-Rail web site?

Answer: See answer to question 6. Two websites will exist: CIRCA, restricted to NB-Rail members, where the documents for meetings are available; and a public website with approved documents and other relevant public information.

Question 9: Are coding skills requested to the Technical Secretary (or to one of the experts involved in the Technical Secretariat team)?

Answer: In the Tender Specifications, please refer to point 2.3.2 (a), last bullet point, and 2.3.2 (b), second bullet point. The tenderer and the team must possess all the skills and expertise as referred to in the selection criteria.

This means that the coding skills are not compulsory but the skills to maintain a website (mainly publish/update information and upload documents) are necessary; if the contractor decides to take over the existing website (<http://www.nb-rail.eu/>) use of Altova XMLSpy software or similar is sufficient.

Question 10: Which will be the relations between the Tenderer and the owner of the NB-Rail domain?

Answer: To be decided in the beginning of the contract. The arrangement will not change or contradict the terms of Tender Specifications for this tender.

Question 11: Which kind of website maintenance is requested to the tenderer?

Answer: See answer to question 9.

Question 12: We have been notified of this tender requirement, unfortunately the notification has come to us very late and although we would like to put forward a tender submission we don't have the time to prepare a submission in sufficient detail.

I would therefore like to respectfully request an extension to the deadline to allow us the opportunity to tender.

As one of the world's leading international rail consultancies, we would have been interested to submit an offer. I do hope you are able to consider this request to offer us an extension to the tender deadline.

Answer: Based on the information provided for in your e-mail, the delay was caused by the IT notification system in the Member State, which is completely independent of the Commission's systems. Therefore, the delay is not attributable for the Commission.

In addition, prolonging the deadline at such a later stage, even if it would be technically feasible – which it is not – would place the other potential tenderers who have already prepared their offers, into an unequal position.

DG MOVE invites all interested parties to directly learn about the new invitations to tenders on our webpage:

http://ec.europa.eu/transport/facts-fundings/tenders/index_en.htm.