Invitation to tender No. MOVE/E2/2015 – 455-458-460-464
with the view to conclude framework contracts
for the provision of services to support the Single European Sky policy

Contract notice in OJEU 2015/S 109-197420

QUESTIONS & ANSWERS

**Latest update 30/07/2015**

**Question 1:**
Would there be a conflict of interest if a consortium would include a national air traffic management organisation?

**Answer:**
With respect to lot 1 of the call for tender, we do not see any conflict of interest, based only on the fact that a member of a consortium is a national Air Traffic Management Organisation.

However, with respect to lots 2 and 3, presence of an Air Navigation Service Provider as a part of the consortium is likely to cause a conflict of interest.

**Question 2:**

3.3.2 Technical and professional capacity criteria and evidence

The following evidence should be provided to prove the compliance with the above criteria: a list of relevant services (studies or other assignments) delivered in the past three years, with sums, dates and recipients with an indication whether they were public or private. In the case of framework contracts, only specific contracts corresponding to assignments delivered under such framework contracts shall be considered.

I would like to ask you if we are allowed to include ongoing studies that have not been concluded yet?
Answer:

Ongoing studies can be included in the list of relevant services only on the condition that the ongoing contract consists of clearly distinguishable parts / phases, and in relation to those parts / phases that have already been finished.

Example: a study is to be undertaken during the years 2014, 2015 and 2016, consisting on 3 separate and distinguishable phases, to be completed by the end of 2014, by the end of 2015 and by the end of 2016, respectively. The price to be paid for each phase is EUR 100 000, altogether EUR 300 000. In this case, the tenderer can only rely on the part that ended at 31/12/2014, counting 100 000 euros under point 3.3.2 a) 1) of the Tender Specifications, because this is the only part of the project delivered at the time for the submission of tenders.

Question 3:

Can you confirm that public/supranational/intergovernmental bodies operating in the field of aviation can participate in a consortium to submit a proposal?

Answer:

Yes.

Question 4:

A curriculum vitae of each expert proposed for carrying out the work, including his or her educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills. The CV's for all experts shall be presented, preferably, in accordance with the Commission Recommendation on a common European format for curricula vitae, published in OJ L79 of 22 March 2002, p. 66.

Can a different format of CV be used, for example the latest version of europass CV template?

Answer:

CV's in accordance with the Commission Recommendation on a common European format are preferred, but other versions are also accepted.

Question 5:

On reading the tender we note that the total contract value of Lot 3 is 40 million Euro and requires a team of 10 experts based on a single framework contract to be concluded with the selected tenderer while Lot 2 is a 10 million Euro value contract requiring a team of 15 experts and based on a multiple framework contract with re-opening of competition to be concluded with a maximum of 7 best ranked tenderers.

Could the Commission please confirm that these figures are correct.

Answer:

We refer to the information on page 9 of the tender specifications:
The tenderer shall employ directly or be readily capable of constituting a team of at least:

- 10 experts for **Lot 1 and Lot 2**, and

- 15 experts for **Lot 3**.

**Question 6:**

1. Regarding **Lot 2** and the page limit for case studies. Does the 30 page limit (as set on p48 of the Tender Specifications) refer to a limit for each case study, or is the total limit for all three case studies combined.

2. Regarding **Lot 3** and the 15 experts required for this lot: Please could you clarify the requirement to provide an expert with professional experience in statistics. Is this a reference to a professional statistician/econometrician with skills in analysing the data submitted by Member States as part of the Performance Scheme, and other Performance Scheme-related data, OR, is this a reference to an IT/database professional with skills and experience in defining, collecting, checking and processing large data sets?

3. Regarding **Lot 3** and the 15 experts required for this lot: We would expect to assign these 15 experts to work packages and projects on an individual basis, depending on the task and skill-set required (rather than being assigned full-time to Lot 3 activities). Please could you confirm that this assumption is correct?

**Answer:**

1. Maximum 30 pages per case study.

2. It is correct that the focus of the statistician should lie in analysing the performance data.

3. Based on past experience, the **maximum** workload would require a team of 15 experts working on a full time basis.

**Question 7:**

In looking at the data requirements (Lot 3), Article 21(5) of IR 390/2013 states:

"...5. For the purpose of this Regulation, data as referred to in paragraph 1 that is already provided to Eurocontrol shall be deemed to be provided to the Commission. Where data is not already provided to Eurocontrol, the Commission and Eurocontrol shall make the necessary arrangements to ensure that such data is made available to the Commission in line with the requirements laid down in paragraph 3.

Question: Can it be assumed that the Commission will give the contractor access to the Eurocontrol systems to obtain this data or will the contractor receive a feed of this data from Eurocontrol in raw format, or will the necessary mechanisms be expected to be put in to obtain this data from source (especially IT tool to be developed)?

**Answer:**
Data for performance review are legally at the disposal of the Commission. As indicated in section III of Annex 8 to the tender specifications on page 53, with regard to the 3rd support stream tenderers are requested to produce an overview of current processes for data submission and a draft concept for a new Commission database. Only afterwards a Request for Services may be sent for the development of the new database. The provision of data in a raw or pre-processed format will depend on the future organisation of the assistance to PRB/Commission and is at this stage still to be determined. Tenderers should therefore include different scenarios in their offers for data provision from Eurocontrol and other sources, including in raw format.

**Question 8:**

If access will be given to Eurocontrol systems how complete are the existing data sets for performance and charging data, and what is the data environment eg Oracle on which this is currently managed within Eurocontrol and will an audit of data be required prior to acceptance?

**Answer:**

See also answer to previous question 7. The development of the new database may cover the validation of the data submission processes.

**Question 9:**

With respect to the above-mentioned tender, would there be a conflict of interest if a consortium or group of partners would include an international airline trade association?

**Answer:**

With respect to lot 1 of the call for tender, we do not see any conflict of interest, based only on the fact that a member of a consortium is an international airline trade association. However, with respect to lots 2 and 3, presence of an international airline trade association as a part of the consortium is likely to cause a conflict of interest.

In the case of doubt, the tenderer must, in his tender, to draw attention of the Commission to possible situation of conflict of interest, describe the situation, and the measures he has taken to avoid the conflict of interest to actually occur.

It is up to the Commission to decide whether these measures are sufficient.

**Question 10:**

In relation with the above mentioned call for tender procedure, we have the following question on Lot 2: Is it possible to offer more than 10 profiles?

**Answer:** Yes, it is possible to offer more than 10 profiles.

**Question 11:**
We have the following question on Lot 2: In the financial evaluation section it is said a **single maximum price per person-day** will be considered as the financial offer, used in the formula to calculate the score of the tender. However, RfP page 48 requests that a **detailed financial offer** is submitted for each case study, with a footnote “The financial part is required in order to assess the allocation of resources”. Should we understand that the financial offer of the case studies is used to evaluate the technical credibility of the offer, i.e. are used in the technical evaluation only? And in that case:

- should we consider travel expenses as part of the case studies?
- should we express the case studies financial offer in €, or in person-days only?

**Answer:**

1. The financial offer of the case studies is indeed used to evaluate the technical credibility of the offer. In order to enable this, the case studies must include travel expenses and a detailed financial offer both in Euro and in person-days.

   The financial offer for case studies is a sample financial offer that will be provided as a lump sum (grand total offer): the same way as the financial offer for specific contracts in the future.

   The financial offer for the framework contract is different: it will be submitted as a single maximum price per person-day.

   For the sample financial offer for case studies, please follow point 2.4 of Technical Specifications for lot 2 (Annex 7). For the financial offer for the framework contract, please follow paragraph 3.6 of the Tender Specifications.

**Question 11:**

1. Regarding 3.6 Financial offer (page 12 of the tender specifications), could you please clarify the following: does "maximum price per person-day" refer to **either** the highest person-day rate associated with **any specific individual** expert who may work on the project, or to the highest person-day rate that can be quoted for a **specific contract**, which rate may be composed of a mix of rates at various experience levels.

2. Regarding 4.1b Award procedure (page 15 of the tender specifications), could you please clarify whether we should specify a single person-day rate for the whole contract, or provide a table of person-day rates at each experience level.

3. Referring to the first paragraph of page 53 of the tender document (Annex 8 on Lot 3), could you please confirm that no financial offer is awaited at this stage regarding Lot 3 stream 3?

**Answer:**
1. The "maximum price per person-day" refers to the highest person-day rate that can be quoted for a specific contract, indeed composed of a mix of rates at various experience levels.

2. Please specify a single person-day rate for the whole contract concerning lot 3 (see previous reply – 1).

3. No financial offer is requested, since only a concept and an overview are required at this stage.

**Question 12**:

Must the financial offer (for the framework contract and for the sample specific contracts) be submitted in a separate document or in the same document as the technical and administrative offer?

**Answer**:

The financial offer can be submitted in the same document as the technical and administrative offer.

**Question 13**:

Could you please assist us by clarifying the following wording on tender submissions in the ITT:

Tenderers shall submit tenders by letter: a) either by post or by courier not later than 04/08/2015, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below."

Could you confirm that this means that a stamp when it leaves our offices will suffice as a proof that the tender has been sent by the 04/08/2015, even if the document arrives after the 04/08/2015.

**Answer**:

The stamp only gives proof that the tender has been sent at the 4th August 2015, at the latest, if it is issued by a post office or by a courier company.